

CHARGING POLICY



1 Introduction

- 1.1** All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

2 Voluntary contributions

- 2.1** When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. For Certain events we may subsidise or pay for those children who are classed as eligible for Pupil Premium funding- this will depend upon the aim of the school trip.
- 2.2** If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information if requested.
- 2.3** The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to the theatre;
 - school trips abroad;
 - musical events.

3 Residential visits

- 3.1** If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do make a charge. However, if parents who receive state benefits or those on lower incomes wish to arrange to pay in instalments, this will be arranged. If parents are unable to pay their circumstances should be brought to the attention of the Headteacher who will assess cases on an

individual basis and liaise with the Chair of Governors to come to an acceptable agreement.

4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits are exempt from payment. The school funds tuition for children who are eligible for Pupil Premium Funding. We give parents information about additional music tuition at the start of each academic year.

5 Swimming

- 5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

6 School Clubs

- 6.1 At times the school may offer additional coaching in, for example, football. This would be run by a qualified coach and charges would be dictated by the total cost to the school.
- 6.2 We sometimes ask for a contribution towards after-school activities such as “Arts and Crafts Club” to cover the cost of materials. Staff give their time voluntarily and without charge.

7 Management of the Private School Funds (PSFs)

- 7.1 *“Voluntary Funds often provide schools with a substantial additional source of income. Although such funds are not public money, the standards for the guardianship of these funds need to be as rigorous as those for the administration of the school’s delegated budget. Parents, pupils and other benefactors are entitled to receive the same standards of stewardship for the funds to which they have contributed.”* – (Keeping Your Balance, Audit Commission, October 2000)

Durham County Council Scheme for the Financing for Schools states, *“Any voluntary or private school funds held by schools, or trading organisations controlled by schools, must be subject to audit procedures and annual audit certification. Such audit certificates must be presented to governing bodies on an annual basis.”*

The DfE Schools Financial Value Standard requires *“Governing Bodies to confirm that they have adequate arrangements for the audit of voluntary funds.”* (Department of Education 2011)

The following guidelines provide a detailed analysis of the different roles and responsibilities of those involved in raising, managing, operating or being accountable for funds raised on behalf of our school. This includes the role of the Governing Body (who sets and monitors the School Fund Policy and procedures for managing the fund), the Headteacher (the overall manager), the Treasurer (the person who administers the fund on a day-to-day basis) and the Auditor (who examines the accounts and records).

7.2 Responsibilities of the Governing Body

The Governing Body at Witton-le-Wear Primary School retains overall responsibility for the management of all funds within the school. To carry out these responsibilities effectively and to ensure that the school can satisfy financial administration requirements, the Governing Body is fully aware of all funds set up in the name of the school.

- 7.3** Witton-le-Wear Primary School has only one general School Fund and the ***Treasurer is Mark Stephenson, Head teacher***, whose role is to oversee all workings of the Fund. The Treasurer has sufficient financial knowledge to be able to keep the financial records of the fund and sufficient time available to devote to the task. Banking of funds and monthly audit trails are undertaken by our school secretary, ***Caroline Cook***. The **Auditor is David Smith,(retired accountant)**.

The Governing Body receives annually the audited accounts through one of its termly Governing Body meetings.

Signed: Mr. M. Stephenson (Head Teacher)

Date: Autumn 2019