

FLEET INFANT SCHOOL

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Policy: Financial Contributions (previously Charging Policy)

Reviewed by the FGB:

Ratified by the Governing Body: May 2024

Review date: May 2026

Aims

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

Responsibilities

The Education Reform Act 1996 requires the Governing Body to:

"... determine and keep under review a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges Section 455 ..."

The Governing Body of the school is responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will **be considered by the Headteacher**.

Basic principles

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

The underlying principle is that education provided by any maintained school for its children or young people should be free of charge if it takes place wholly or mainly during school hours.

However, a provision was allowed for making voluntary contributions to allow schools to continue with their visits or ventures during school hours/sessions.

Charges will be made for:

- any materials, books, instruments, equipment, where the child's parent/guardian wishes them to own the item
- music tuition outside the National Curriculum for individuals or groups
- practical subjects material will be provided but parents/guardian may be charged if they wish to own the finished product or parent may contribute material in kind
- careless or wilful damage to school property.

Parents will be charged no more than the cost of the item.

Voluntary Contributions

- The Governing Body of Fleet Infant School has agreed that requests for voluntary contributions will be made for visits or activities.
- The contributions asked for will not exceed the actual cost incurred.

- The Headteacher will recommend an amount of contribution to be made. Parents/carers will be asked for the full cost of the trip, to include costs relating to the pre-visit, travel, entrance fees, meeting supervisory ratios of adults to pupils, fees for guides and speakers.
- The school cannot:
 - insist that this amount is paid
 - prevent a child from taking part if the contribution is not paid fully or at all
- The school will explain to parents that if sufficient contributions are not made, the trip or activity will not be possible and will have to be cancelled
- Parents/carers of children who are in receipt of Pupil Premium will be exempt from making a voluntary contribution. These children’s activities will be funded through the school’s delegated budget.

Remissions or help with charges

The school will support children who have genuine financial hardships. Children of parents who do not contribute will not be treated any differently. If a child does not attend a trip, the parent can request for the contribution to be repaid if possible. A pro forma is provided for this, attached as Appendix A.

Monitoring and Review

- The Finance Manager will monitor levels of expenditure and income where voluntary contributions have been requested, and advise the Headteacher if there are discrepancies.
- The Headteacher will decide appropriate action to be taken if discrepancies between expenditure and income occur.
- The Headteacher will report to the Resources Committee annually on total expenditure versus total income for trips.
- The policy will be reviewed by the Resources Committee.
- Any revision to the policy will take effect from the start of the academic year and will be made known to parents / carers.

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This policy was originally drawn up with reference to:

- Local Management of Schools, The Hampshire Scheme, March 2011

FLEET INFANT SCHOOL

Request for return of voluntary contribution

I would like to request the return of my voluntary contribution for

.....(please state activity).

The reason my child did not take part in the activity is

.....
.....

Signed(Parent / Carer)

Child's name

Child's class.....

Approved by Headteacher

Date.....

Ref: H/POLICIES/Financial Contributions Policy Autumn 2018