




## Campsbourne School Charges Policy

Policy Originator	Haringey LA
Governor Responsible	Governor responsible for Finance / Resources
Status	Statutory
Last reviewed	Spring 2017
Ratified on	27.02.2018
Review period	Annual
Signed	 E. JONES

**Contents:**

- 1. Overview & Purpose**
- 2. School Clubs**
- 3. Breakages**
- 4. Other Charges**
- 5. Staff Overpayments**

## **1. Overview and Purpose**

Campsbourne School endorses the principles of the Education Act (2011, 1988) in maintaining the right to free education for all children. The act allows us to request voluntary contributions to broaden children's educational experience.

In providing activities which take place during the school day the school may have to meet additional expenses, for example specialist groups working with pupils in school or additional equipment and resources which need to be purchased. The school reserves the right to ask parents for voluntary contributions for any activity organised by the school which takes place, wholly or mainly (50% or more) during normal teaching time.

Such enriching activities are an important aspect in supporting the curriculum. Non-contribution would not prejudice a pupil's place. However, there may be cases where unless most parents were prepared to make a contribution, the school may have to cancel the activity such as educational visits or residential.

Any parents or legal guardians who are experiencing financial difficulty are encouraged to approach the school where we will seek to find assistance with the charges such as a weekly payment plan to spread the cost. Governors reserve the right to judge cases of exceptional circumstance but a nominal contribution would still be expected. Voluntary contributions will, in all circumstances, be invited through individual letters to parents. Any school organised activity which takes place mainly (more than 50%) outside of school time will be charged for in such a way as to meet the entire costs of the activity.

## **2. School Clubs**

Clubs during lunchtime and after school are may be run by teachers voluntarily giving their time. School reserves the right to charge a nominal fee for participation in these activities.

Clubs run by external providers which take place on school premises will set their own charges unless contracted under a Service Level Agreement (SLA) which the school uses central government funding to pay for e.g. Sport Premium.

## **3. Breakages / Vandalism**

The school will not charge for accidental breakages of school property however, deliberate or wilful acts which result in breakage or damage to school property will be charged for at a rate appropriate to replacement costs. In such cases parents/ guardians will be expected to pay for the replacement rather than the cost of the original.

#### **4. Nursery**

Parents of children in our nursery are able to buy additional sessions to top up the 15 hours of free child care which is funded by the government where spaces are available. These sessions cost £32 per session or £160 per week.

Parents who would like to top up their 30hours free child care provision so they can drop off and pick up at normal school times will be charged £9 for the additional hour.

#### **5. Other Charges**

Dinner Monies: Timely payment of dinner monies should be made in line with the school's schedule. Details are available from the school office and on the school website. Where there is a change of home circumstances and pupils become entitled to free school meals, it is the responsibility of the parents to inform the school as soon as possible to avoid over paying money. In cases where payment has already been received for and a subsequent new claim for free school meals is backdated, school will only reimburse one week's worth of payments.

#### **Staff Overpayments**

Wherever a salary or expenses overpayment has occurred, the Governing Body will decide on a case-by-case basis whether recovery of the overpayment will be sought.

The Head Teacher, Chair of Resources Committee and the Chair of Governors may levy charges for miscellaneous services up to the cost of providing services, e.g. for printing / providing a copy of a report/ policy.

The school charging policy will be subject to change if there are new DFE or Haringey directives.