



## Deighton Gates Primary School

### Charging Policy

Deighton Gates Primary School aims to offer a broad, balanced and rich curriculum for all children. The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, sports and music tuition, specialist coaching or enhancement and after school clubs can make towards all pupils' education. We actively promote and provide such activities as part of a broad and balanced curriculum for the benefit of all pupils in the school.

In order to do this, there are times when it is necessary to make charges for activities, equipment and events which support, develop or enhance learning. All costs are carefully monitored using 'best value' principles and many are subsidised through the school budget or from P.T.A funds.

Prior parental consent will always be obtained for their child's participation in activities or events for which there is a charge. All parents may request to see a written copy of the breakdown of costs.

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. Each case will be dealt with individually.

In the event of absence it is unlikely that we will be able to refund transport costs, theatre tickets etc

Where inadequate funds are forthcoming to run an activity, it may have to be cancelled.

### **FINANCES - ACTIVITIES CHARGES FOR SCHOOL POLICY**

#### **1. Board and lodgings on educational visits**

A charge will be made for board and lodgings at its contracted residential centres, as part of the approved programme for the use of outdoor education centres.

In all other instances of board and lodgings, outside the above definition, Governing Bodies may make a charge but all remissions must be met from the school's budget.

#### **2. Optional Extra Activities/ Extra Curricular Activities**

Governing Bodies may decide to charge for these activities provided they have, as a prerequisite, parental agreement to a) the participation of their children in them, and b) meet

the charges of the optional extra activities. The charge per individual pupil may not exceed the actual cost of the activity divided by the number of pupils willing to participate. Such activities take place outside of school hours.

### **3. Materials used in certain lessons (e.g. cooking activities)**

Where parents have indicated in advance that they wish to retain the finished product, the school may make a charge, in cash or in kind, for ingredients, materials or other incidentals to the provision of education.

### **4. Music**

All children study music as part of the normal school curriculum. We do not charge for this. 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. We give parents information about additional music tuition at the start of each academic year.

### **5. School photographs**

A charge will be made for school photographs by the company undertaking the work on behalf of the school. All monies will be collected by the school on behalf of the company. Any commission earned is paid to the school.

### **6. School Uniform**

The school advises of suppliers for uniform such as sweat shirts. Parents are however free to purchase items from any supplier providing that they conform to the school's agreed uniform. Book bags are available through school. Monies will be collected, logged appropriately and banked in a timely manor in line with Leeds City Councils financial regulations.

### **7. School Fund**

School fund is used to enable teaching staff to plan events to enrich the curriculum. A statement is produced at the end of each academic year to show how the money has been spent. All monies collected are allocated against each child and are held in the school bank account.

### **8. Dinner money**

Dinner money will be collected weekly in advance but parents can make arrangements to pay in advance of more than a week e.g. monthly or half termly. The price of each meal will be charged at the rate recommended by Education Leeds. Parents must give 2 weeks notice if they wish to change their children on to sandwiches.

Monies will be collected, logged appropriately and bank in a timely manor in line with Leeds City Councils financial regulation.

### **9. Wilful damage to property or equipment**

Charges may be levied to parents/carers for any wilful damage of school property/equipment. Parents are to be informed of the damage and the charges to be levied in a timely manor. Charges will be based on replacement costs of equipment or full costs incurred for repairs to property.

### **10. Loss of equipment**

Parent/carers may be charged at cost price of any equipment that has been lost e.g. library books etc.

## 11. Staff related costs

### a) Private telephone calls

There will be a charge for staff private telephone calls. Charges are to be made in line with Children Leeds charges policy.

### b) Photocopying

There will be a charge for staff personal photocopying. Charges are to be made in line with costs incurred as per charges raised against the school by its provider. The bursar can authorise personal use of the photocopier.

Goods and services ordered through school budget share **must not to be ordered specifically for staff personal use** in line with Leeds City Councils financial regulation.

## 12. Lettings and leasing – Please see the school letting policy

All letting and leasing of school premises will be conducted in accordance with ChildrenLeeds guidance documentation and procedures. Governors reserve the right to charge a lower fee to organisations offering community sport/activity. This is in keeping with school's determination to improve the health of its families.

Any other adhoc charges are to be levied against parents/carers or staff that the Governing Body feels appropriate in line with Leeds City Council's financial regulation and the content of this policy.

### Responsibility

Governing Body

Headteacher

Bursar

Signed Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_

Signed Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_