

## The Raleigh School

### Charging and Payments Policy

July 2014

next review 2017

#### **Voluntary contributions for educational activities**

The Governing Body recognises the value of a wide range of additional activities, such as clubs, day trips, experiences whilst on residential trips and visiting theatre groups, in enhancing a broad and balanced curriculum. These activities can also make a considerable impact on personal, social and health education as well as spiritual, moral and cultural education.

Voluntary contributions may be requested from parents in order for the school to be able to fund these enriching experiences. Also, the school may request voluntary contributions for providing transport to swimming lessons and the cost of materials, ingredients or equipment where these are taken home.

In planning such activities staff will calculate the full cost of the activity, and divide this by the expected number of participants to arrive at the cost per pupil. (See Appendix 1 below.)

Parents will be asked to make a voluntary contribution to cover this cost for the given activity. It must be made clear that there is no obligation to contribute, but that if such payments are insufficient to fund the activity then unfortunately it may have to be cancelled and the payments already received be returned. However if an activity goes ahead without all payments having been received all children will be treated the same whether or not their parents have paid.

Parents will be asked to make their contribution promptly when requested to ensure that activities are not cancelled unnecessarily because of lack of funds collected. Payment should be made on-line using the school payments system or in person at the school office.

Voluntary contributions made by parents to the school for such activities will not be refunded unless the activity is cancelled by the school, or in exceptional circumstances. Parents should contact the School Office if they believe that they have valid grounds for the refund of their contribution for activities in which their child was unable to participate.

Staff and governors strongly recommend parental support for the exciting opportunities offered to Raleigh children beyond the National Curriculum.

#### **Charging for optional extras offered by the school**

Optional extra services offered by the school are taken up on an individual basis and must be booked and paid for in advance of the service being supplied. These services include:

- Board and lodging for a pupil on a residential visit (except as set out below)
- Lunches
- Breakfast club
- After school club
- Certain teacher led clubs which require additional materials eg cooking and art clubs

Parents will be informed of the amount due (Determined as set out in Appendix 2 below) when giving permission for/booking these services.

There is a statutory requirement on the school to fund any charges for board and lodging on residential visits for pupils from families which are in receipt of income support or child tax credit, where the activity is in school hours, or if it is out of hours but required as part of the National Curriculum. This will be made clear in the information for such visits.

Where parents are experiencing financial difficulties they are invited to contact the Headteacher to discuss whether the school will be able to cover part or all of the cost of the service from Pupil Premium funding or a selection of limited charitable funds that the school can call on in the case of hardship.

Payments due for optional extra services should be made on-line using the school payments system or in person at the school office. Parents can expect a 'follow up' request if payments are not settled promptly.

Issuing reminders of non-payment is time consuming and costly for the school so the school will reserve the right to charge an administration fee of £5 if more than one reminder has to be issued.

If, despite reminders, payment for optional extras remain outstanding, the school reserves the right to give notice to the parents concerned that their child/ren will not be/no longer be able to participate in the optional extra service concerned.

Surpluses will be refunded periodically where payments made by parents to the school are found to be in excess of the amount owed.

## **Appendix 1**

### **Basis of voluntary contributions requested for educational activities**

The school may ask for voluntary contributions from parents for the following:

- a) Activities on residential visits
- b) day visits
- c) visiting organisations e.g. theatre groups, dance, music etc which enhance the curriculum
- d) swimming and transport
- e) ingredients, equipment or materials where the finished product will be taken home.

The basis for calculating the charge will be the proportionate cost to each participating pupil for; travel costs, board and lodging, materials, books, equipment, entrance fees, insurance, expenses incurred on behalf of adults accompanying the trip, financial transaction charges, and any other direct costs. The charge may be reduced where charitable donations, sponsorship or other forms of subsidy exist. In this case the criteria applied to reduce the charge will be made clear to all parents and interested parties.

## **Appendix 2**

### **Basis of charges for optional extra services**

Charges for optional extra services provided by the school will be agreed annually by governors, based on actual costs identified by staff. Every effort will be made to ensure that the prices charged are at a reasonable level which will simply cover the costs incurred so that general school funds are not used to subsidise these activities. If there is an unplanned surplus resulting from an activity then it will be first applied to enhancing the provision of that activity where possible, and then to the general activities of the school.