

Evergreen School



CHARGING POLICY

This policy has been formulated in accordance with Authority's guidance on Charging for School Activities.

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

Evergreen School makes charges for:

- (1) Peripatetic Instrumental Lessons (other than those required by the National Curriculum) individually or in groups of up to four (provision of instruments will be covered by a formal hire agreement signed by the parent/carer and provider).
- (2) Any activities which take place outside school hours (optional extras) or outside the normal school curriculum and (sometimes) the cost of transport to some sporting events and other venues if transport contractors are used
- (3) Some visits (optional extras).
- (4) Except as set out above, the school cannot charge for activities which take place wholly or mainly during the school day or are part of the National Curriculum or education, including the provision of books, equipment etc. However, many activities both in and outside school hours, which are intended to enhance learning opportunities for pupils, can only take place if parent/carers provide a voluntary contribution to meet either the whole or part of the costs. When the school intends to seek voluntary contributions for a particular activity, it will give clear notice to parents/carers. (Notes: (1) a charge can be made for the supply of materials or ingredients where the parents have expressed in advance a wish to keep the finished product.)

The Governing Body wishes to make it clear that there is no obligation upon parents/carers to make a voluntary contribution at any time and no pupil will be omitted from any activity because his or her parents/carers were unwilling or unable to contribute.

To conform with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- (6) To levy no charge for examination entries, except where:
 - The school has not prepared pupils for the examination in the year for which the entry is made, or
 - A pupil has failed, for no good reason, to complete the requirements of the examination or to attend for it, or

- Examination board services are requested that would not normally be incurred in respect of any entry through examination entitlement, the full examination board fee will be charged together with an administration fee;
- (7) To levy no charge in respect of books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at Evergreen School, except where parents have indicated in advance their wish to purchase the product;
 - (8) To request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no pupil is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution’
 - (9) To seek payment from parents for damage to or loss of school property caused wilfully or negligently by their children;
 - (10) To leave to the Headteacher’s decision, the proportion of costs of an activity which should be charged to public or non-public funds;
 - (11) To delegate to the Chairperson and the Headteacher the determination of any individual case arising from the implementation of this policy.

The Governing Body of Evergreen School wishes to record its support and appreciation of the staff in organising school trips and activities, both in and out of school time. The Governing Body is also very grateful to the ‘Friends of Evergreen School’ for their activities in providing additional funds for the school.