

CHARGING POLICY

May 2017

INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

PARENTPAY

In an attempt to remove all cash from school, Angel Oak Academy asks parents to only use an e-payment method that allows parents to pay quickly and securely for PE T-shirts, school trips, music lessons, etc. This can be done using a very secure website called ParentPay or in cash at local stores where the PayPoint logo is displayed.

CHARGING FOR VISITS

a) All Visits

The group leader should always ensure that parents are notified as early as possible as to:

- how much each parent will need to pay or be asked to contribute towards the cost of the visit;
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element).

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.

b) During Normal School Hours

In all schools, except Independent Schools, visits which occur during school hours must be provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit (or more to allow for those parents who cannot or will not contribute) and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled - parents must be notified of this contingency. A letter about the visit is sent out to parents and contains a reply slip with space for parental signature.

Pupils whose parents/guardians do not contribute cannot be discriminated against.

c) Outside Of Normal School Hours/Optional Extras

The Headteacher can charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours, i.e. a residential trip during the school holidays is an optional extra.
- does not form part of the National Curriculum or the statutory requirements for religious education.

The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing.

Wrap-around Care

Payments can be made by credit or debit card by Parent Pay online www.parentpay.com or using the trip and activity letter which will carry a unique barcode that allows you to make cash payments at your local Pay Point store. This is our preferred method; however payments can be made by childcare vouchers.

Fees must be paid **weekly in advance**, however parents/carers using our service on an ad hoc basis will need to pay on the morning of the day they wish their child to attend. After school club and holiday club places **must** be booked using the booking form which is provided with the enrolment form. Children will not be allocated a place at the after school club or holiday club, until enrolment and booking form has been completed along with **full** payment. To cancel a booking the Holiday Club we require **one week's** notice otherwise you will be charged for the session. There will be no refunds or exchanges once bookings have been confirmed. There is a late fee charge for late collection of children at a cost of £2.50.

Table 1 – Wrap-around Care Prices

Breakfast Club	
Payment should be made daily or weekly via Parent Pay.	
2016/2017 <ul style="list-style-type: none"> • £1.00 per day • £5.00 per week 	2017/2018 <ul style="list-style-type: none"> • £1.00 per day • £5.00 per week
After School Club	
Fees must be paid weekly in advance . Payment should be made daily or weekly via Parent Pay.	
2016/2017 <ul style="list-style-type: none"> • £5.00 per day • £25.00 per week 	2017/2018 <ul style="list-style-type: none"> • £7.00 per day • £35.00 per week
Holiday Club	
Fees must be paid weekly in advance via Parent Pay . There may also be additional cost for some trips/outings for the children attending the holiday club. We will always ensure that you are given enough notice regarding trips/outings.	
2016/2017 <ul style="list-style-type: none"> • £11.00 per day • £55.00 per week 	2017/2018 <ul style="list-style-type: none"> • £15.00 per day • £75.00 per week

INDIVIDUAL INSTRUMENTAL TUITION

Where individual tuition in the playing of a musical instrument is provided, parents are required to make a contribution so that the costs are covered in full.

INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'. This is particularly relevant for the cost of materials/ingredients for Design and Technology.

PENALTY PAYMENTS

Fixed Penalty Notices (FPN)

To promote good attendance, FPNs are issued in accordance with the Attendance Policy.

Late Collection Fees (LCF)

Initial attempt to contact parents/carers should be made when 15 minutes have elapsed after school closing time. After 30 minutes have elapsed contact with all emergency numbers supplied by the family should be attempted.

The Governors will allow the Headteacher to decide if children who have not been collected by 3:45 pm are to be taken to the After School Club at a cost of £5.00.

Please note that there is a late fee charge for late collection of children at a cost of £2.50.

BROKEN EQUIPMENT (REPLACEMENT)

The Governors will allow the Headteacher to ask pupils and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

REMISSIONS

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair or Vice-Chair of Governors.

Chair of Strategic Governing Body

Date