



MELBOURNE INFANT SCHOOL

Charging Policy

Reviewed: November 2019

The charging provisions of the Education Reform Act 1988 came into force in April 1989. Under the Act the LA and School Governing Bodies can only levy charges as declared in their "Charging and Remissions Policy Statement" drawn up and approved before that time.

In accordance with the above the school policy is as follows:

- a) There shall be no charge for admission to the roll of the school.
- b) Education during normal school hours shall be free of charge.
- c) For certain types of education activities during the school day (eg; class visits, trips and outings etc) parents may be asked for a "voluntary contribution" in advance. However, no child will be placed at a disadvantage 'because of a willingness or inability to pay. If, as a direct consequence of a number of parents not paying, the "voluntary contributions" received do not meet a level necessary to cover the costs of the activity/event, it may be cancelled and all monies returned.

In circumstances of children who are eligible for PUPIL PREMIUM funding, the pupil premium funding will cover these costs. For families with other financial burdens, the school will try to find ways of reducing the burden, in confidence, if approached.

- d) **For activities organised by the school** - which occur wholly or mainly outside school hours and which are NOT an essential part of the curriculum, participation will be on the basis of parental choice and their willingness or ability to pay any associated costs. The expenses of those engaged in supervision and tuition may be included in the costs, depending upon the activity/event.

It is our normal policy to provide free supervision and tuition for children engaged in lunchtime club activities when these are run by a member of staff. Charges will be made for clubs which are run by independent professional coaches. In circumstances of children who are eligible for PUPIL PREMIUM funding, the Sports funding will be used to cover the costs of one club for a big term once a year.

- e) **Incidental classroom equipment and materials** - parents may be invited to pay for or provide from home any materials, ingredients, books, instruments or other equipment. However, no child will be placed at a disadvantage because of a parent's unwillingness or inability to contribute. The school may charge for, or require the supply of, ingredients and materials if parents have indicated in advance a wish to own and retain the finished product (eg; basic cookery items or a cuddly toy).

- f) **Loss of and damage to school property** - parents may be required to pay the cost of replacement or repair of school books, materials, equipment or fittings, lost, broken damaged or defaced by their children, where this is a result of their behaviour.

Library books - standard charge of £3.00

g) **Pupil-reports sought by independent schools prior to their consideration to admission** - A standard fee of £50 will be charged for the extraordinary completion and mailing of pupil-profiles and reports carried out by the Headteacher and staff before July each year ie; between September and June of an academic year.

h) **Lettings** - The school will make its facilities available to outsiders in accordance with the Lettings Policy.

i) **Passports** - no charge will be made to children on roll in the school for completion of a passport application. However, a standard fee of £10.00 per adult (parent/carer) and any additional siblings not enrolled in the school will be charged. Passports forms will be completed by the Headteacher.