



CHARGING POLICY

DAY VISITS

Throughout the year there are likely to be day visits organised for classes in conjunction with their topic work, or visits to the school by Theatres or Workshops etc. Such visits play an important part in the school curriculum, extending the learning that is started in the classroom and no child is excluded for financial reasons.

- Parents may be asked to make contributions at a minimum pre-determined level to cover transport, entrance fees and other expenses.
- Details of the approximate cost will be sent home and, providing we are able to get the necessary support, we will confirm bookings and collect the money.
- There will always be provision to pay by instalments.
- Parents who are in receipt of Income Support should contact the school office, as assistance may be available.
- Children who pay and then cannot take part, due to circumstances beyond their control, will receive a refund.
- Activity organisers should ensure that sufficient funds would be available before confirming the activity.

RESIDENTIAL VISITS

Residential visits are an important part of the curriculum in key stage 2.

- The full cost of board and lodging may be charged to the pupil for residential visits taking place wholly or mainly during school hours.
- Parents who are in receipt of Income Support should contact the school office, as assistance may be available.
- In addition, parents may be asked to make contributions to cover transport, other expenses.

- Payment for residential trips will be available to parents/guardians via an extended payments scheme which will be administered by the governors on behalf of the Finance Sub-committee. The scheme will be offered to all new intake parents/guardians spread over their child's total time at Milton school. A similar offer will be made annually to parents/guardians with children already in place. The scheme will offer both monthly and annual payment options as standard plus other options from time to time and will be the only way in which payments can be made by instalment.
- If sufficient contributions are not forthcoming to cover the costs then the visit may have to be cancelled.
- A deposit will be required for all residential trips ahead of the date of departure. The amount of the deposit will be laid down by the Finance Sub-committee, in co-operation with the Head Teacher, and communicated to all parents/guardians well in advance. In the event that any pupil is unable to take part in the trip in full or in part due to sickness, accident, bereavement or any other unforeseen circumstance, the deposit will not be refunded and parents/guardians will be advised to consider taking out appropriate insurance cover. The only circumstance in which the deposit will be refunded is if the pupil leaves the school after the deposit has been paid but before the trip commences. For parents/guardians who are members of the extended payment scheme mentioned above, the deposit will be taken automatically in advance, but in all other respects the deposit 'rules' laid down herein will apply.
- Pupils will not be treated differently according to whether or not their parents have made any contributions in response to the request or invitation to pay for a trip or residential visit.

INSTRUMENTAL TUITION

- Pupils may be charged for optional tuition over and above the basic National Curriculum entitlement. The termly charge will be split equally between those pupils participating in tuition.
- 50 % discount available to pupils whose families are entitled to free school meals.

MATERIALS and TEXTBOOKS

- Any materials required for delivery of the curriculum are provided free of charge.
- A charge may be made in cash or kind if parents have indicated that they would like to own the finished product.

- Textbooks are provided free of charge, but in some cases, additional revision guides may be made available, for which a charge is made.

OTHER ACTIVITIES

- Costs to pay for visiting performers, demonstrator's etc. may be met from voluntary contributions supplemented by School Fund.
- No child may be excluded on grounds of non-payment.

DAMAGE/LOSS TO PROPERTY

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.
- A charge may be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

SCHOOL LUNCHES

- Healthy nutritious lunches are provided and administered by Nourish as part of School lunches of Flourish Services provided by the Northamptonshire County Council. All income, ordering and credits are carried out in line with the Nourish Policy.

CURRICULUM ENRICHMENT

- The full cost of such optional activities may be charged.

EXTRA CURRICULAR CLUBS

- The full costs of activities should be paid for termly in advance. No refunds would be given.

ENTERTAINMENT

- Donations may be requested for school concerts to defray expenses or raise money for School Fund.

OTHER CHARGES

- Donations for private photocopying to be put into Local Bank Account.

- A charge may be levied for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

SCHOOL UNIFORM

- School Uniform may be purchased through the School Fund. Payment should be made on ordering.
- Second-hand uniform may be obtained at a charge of £1.00 per item.

LETTINGS

- The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance sub-committee.

REMISSIONS POLICY

- If the parent/guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £13,230), charges in respect of board and lodging will be remitted in full.
- The Head Teacher may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- The Head Teacher may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

This policy was reviewed by the Finance sub-committee on March 7th 2012 and approved by the full governing body on March 21st 2012

.