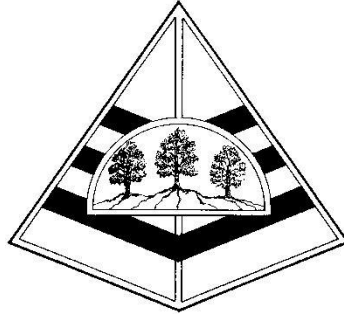


FERNDOWN MIDDLE SCHOOL



CHARGING POLICY

Policy to be reviewed by Governor Committee:	Finance & Staffing Committee
Frequency:	2 Yearly

CHARGING POLICY

Policy on charges to Parents:

There are four principles underlying the provisions on charging in the Education Reform Act 1996:-

- I. That education in schools should be free.
- II. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- III. That there is no statutory requirement to charge for any form of education, but that schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
- IV. Ferndown Middle School exercises its right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Policy covers:

1. Optional trips/activities outside curriculum

Optional trips/activities outside curriculum (e.g. ski trip, Japanese lessons) wholly or mainly (Ref: DCSF guidelines) outside school hours will be charged at an appropriate cost. Such trips will only take place if the full cost can be met.

2. Residential Trips as part of the curriculum

- a) If a deposit is received but balance is not paid, this means the child should not go on the visit.
- b) Where the parents/carers of a pupil are in receipt of the following benefits the Governing Body will offer to remit in full the costs of Board and Lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National curriculum:
 - Income Support
 - Jobseeker's Allowance (Income Based
 - Child Tax Credit (but only when the recipient does not also receive Working Tax Credit and has an annual income of less than £16,190)
 - support under Part VI of the Immigration and Asylum Act 1999
 - Disability Working allowance (DCSF guidelines from 6 April 2008).

However those parents/carers must pay the balance of the total costs of the residential trip.

- c) Once a trip has been booked – the full costs for which the school is liable has to be paid by the parent/guardian.
- d) The school will not be liable for refunds in the following situations;
- If the child withdraws from the trip.
 - If the child is removed by the school on the grounds of behaviour related to health and safety.
 - If the child is unable to participate due to medical reasons/accidents or injuries.
 - Parents are advised to take out travel insurance in order to be able to recover the cost.
- e) Once all accounts have been settled with travel companies and all costs are paid, the remaining money will be shared equally between the pupils who were removed or withdrew from the trip. This will be organised on a trip by trip basis.
- f) The school will not be liable for refunding the cost due loss of equipment or belongings on the trip, parents are advised to take out travel insurance.
- g) The school is covered for accidents/loss etc by Dorset County Council Insurance for schools. However parents are advised that they may purchase their own travel insurance should they wish.

3. School Visits and Activities in School

School visits and activities wholly or mainly (Ref: DCSF guidelines) **during** school hours may be funded by voluntary contributions. No child may be excluded from such an activity because the parents are unable or unwilling to pay a voluntary contribution. However such trips or activities will only take place if the cost can be met by voluntary contributions.

Ferndown Middle School may, if feasible, make provision through voluntary contributions for costs incurred by the children of parents who are unable or unwilling to make a voluntary contribution.

4. Accidental Loss or damage of equipment

Ferndown Middle School will not make charges for accidental loss or damage of equipment but will seek to do so if the loss/damage is deemed to be the result of willful negligence. This will be at the Headteacher's discretion.

5. Lost/Damaged Library book

There is a replacement cost levied for any lost/damaged library book. This will be requested by the Librarian to the pupil. If the payment is not received a written reminder will be sent, following which the office staff may make a reminder phone call to the parent.

6. Ingredients/Materials for Practical Subjects

Ingredients for Food Technology should be supplied by the pupils who will prepare, cook and take home the finished dish. All other cooking materials will normally be provided. Materials for Design Technology and Art & Design will be provided however, in cases where a pupil wishes to retain the finished product, a small charge can be made.

7. Homework diary and locker key

Currently a charge of £5 is required at the beginning of each year. This is to cover the cost of a homework diary and locker key/keypad batteries. A further charge of £5 may be made if these items are lost / damaged and need to be replaced.

8. Music tuition

Music tuition is an additional optional cost to parents. Parents will be invoiced direct by the relevant independent peripatetic teachers and should make payment direct to these teachers. Ferndown Middle School will not invoice or receive payments for these music lessons.