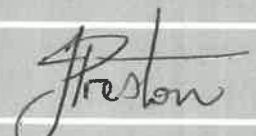
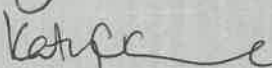


Charging Policy & Governor Allowance Policy

Oakridge Parochial School



Approved by:	Federated Governors of Bisley and Oakridge Schools		
Issue Date:	20 March 2020		
Last reviewed on:	20 March 2020		
Next review due by:	March 2021		
Signed By Executive Head Teacher	Jonathan Preston		
Signed by Chair of Governors	Katy Craine		
Statutory	Yes	Website	Yes

CHARGING POLICY.

1 INTRODUCTION

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Local Authority. The law states that education during normal school hours is to be free of any compulsory charge to parents.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of Oakridge Parochial School has decided that until further notice its policy will be as follows:

2 VOLUNTARY CONTRIBUTIONS

When organising educational visits or activities, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to cover the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. The costs do not include any component to subsidise those who do not pay.

If a parent wishes their child to take part in an educational visit or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the visit or activity. Sometimes, through fundraising, the school pays additional costs in order to support the visit. Parents have a right to know how the cost per head of each visit is arrived at, but not a specific breakdown of who has contributed and who has not. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- educational visits
- musical events

Adult Helpers

In order to comply with health and safety guidelines and risk assessment requirements, correct supervision ratios of adult to pupils must be achieved for any off-site activity. Adult helpers may be requested to support staff during these activities. No charge will be made to adult helpers. The costing of the activity will include the required number of adults. Most establishments will offer a number of free places for adults.

3 EXTENDED SCHOOL PROVISION (Breakfast Club)

Parents have several options for paying for extended school provision. They can pay in advance or as they use the service. A receipt will be issued to confirm payment has been received. Alternatively, parents can be invoiced at the end of each term if their child attends 1 or more session per week. If paying in arrears by invoice, the terms are that payment must be received within 15 days of the date of the invoice. The remittance slip on the invoice must be submitted when the payment is made.

Parents may pay by cash, cheque or BACS.

If parents fail to make payment within 15 days, a reminder will be sent asking for immediate payment. If accounts remain in debt, the school may refuse access to the extended schools service until such time as the debt is cleared. If there is a poor record of making payments, the school may insist that payments are made in advance or as the service is used so that debt is not accrued.

4 RESIDENTIAL VISITS

If the school organises a residential visit in school time or mainly school time, which is to provide education to enhance the National Curriculum, we do ask for mandatory contributions to cover the cost of the visit. As these residential visits are often expensive, the

school cannot afford to pay for children whose parents do not contribute. Pupils whose parents are on income support can apply for funding from Oakridge Parochial School Charitable Trust. All costs associated with the residential visit (e.g. accommodation, meals, activities, transport) are charged on a per pupil basis.

If insufficient numbers of children opt to take part in the residential, it will be cancelled.

In the event of any parent insisting that their child participates in the visit without a mandatory contribution, the school reserves the right to cancel the whole visit.

Residential visits are optional. Provision is made to educate children at school if they do not participate in the residential.

The school will bear the cost of adult helpers attending the residential and the cost of teaching cover in school during the residential. This cost is not passed on to parents.

5 INSTRUMENTAL MUSIC AND SINGING ON AN INDIVIDUAL BASIS.

Any tuition provided by external peripatetic music and singing teachers during school hours are currently subsidised by the Trust, parents are asked to pay £75.00 per block of 10 week sessions (£37.50 for joint singing tuition in groups of 2 or 3 pupils). Musical instruments can be hired from Gloucestershire Music and Arts centre and parents are invoiced directly for any hire charges. Bursaries are available for the hire of instruments for families in receipt of Income Support or Family Tax Credit.

Should music tuition no longer be required, a term's notice is required by the music teacher and parents will be charged for this notice period.

Parents will be asked to purchase recommended music books.

Parents will be required to provide the cost of examination fees and musical accompaniment.

All children study music as part of the normal school curriculum. We do not charge for this.

6 CLASSROOM MATERIALS.

No charge will be made for materials or equipment. However for certain practical activities (Technology, Cookery etc.,) parents may

be invited to provide materials or ingredients on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

7 SCHOOL MEALS

It is the responsibility of the parent or guardian to ensure that their child is provided with a nutritious meal at lunch time. Parents may opt to provide a packed lunch or to pay for a hot school meal provided by a contract caterer.

Free School Meals are available to children of families on low income. Please ask at the school office for more details.

Universal Infant Free School Meals (UIFSM) – Children in Key Stage 1 (Reception, Year 1 and Year 2) are entitled to a free school meal. Funding for UIFSM is determined by pupil uptake as measured on pupil census days (October, January and May). Parents are asked to encourage their child to take a free meal on the census days even if they would not normally do so. This will help ensure that the school achieves maximum funding for UIFSM. Any shortfall in funding has to be met from within the school budget.

The school is responsible for ensuring payment is made for school meals. Parents use an online system called ParentPay to make payments. The school is then invoiced by the contract caterer.

School meals may only be taken if they are paid for in advance.

Parents may choose to pay for more than one week in advance. If a child is absent the meal credit will be carried forward. If a child goes home from school after 10.30am the ordered meal cannot be cancelled and the parent will be charged for the meal.

The school reserves the right to refuse meals to any child who has not paid for a meal. If a child asks for a meal and payment has not been received, parents will be contacted to provide a packed lunch. It is the responsibility of the parent to ensure that there is sufficient credit before ordering meals.

At the end of the academic year, any credit above £5.00 on ParentPay will be reimbursed for school leavers. For all other pupils, the credit will transfer to the new academic year. If there is a younger sibling still at school, the leaver's credit will be transferred to the sibling. Please note that parents should endeavour to use up any credit on ParentPay before their child leaves. Credit cannot be

reimbursed if the original credit transaction is more than 6 months old or the card has expired.

Parents should ensure that their account is not in debit at the end of the academic year. Accounts will be reset to zero and the debt removed to a separate debt item. This debt remains the responsibility of the parent and must be cleared in full as soon as possible.

Milk

Children under the age of 5 are entitled to free milk. The school organises the delivery of free milk through Cool Milk. Children stop having milk when they turn 5.

8 PRIVATE TELEPHONE CALLS/PERSONAL PHOTOCOPYING

All details of any private telephone calls and personal photocopying should be given to the school secretary, who will work out the appropriate cost/charge. Monies received should be paid into the official County Fund.

GOVERNORS' ALLOWANCE POLICY

All the Governors at Oakridge Parochial School work on a voluntary basis therefore do not claim any allowances. Should expenditure become excessive on their behalf further consideration will be given to the situation.