



**TOWER HILL
SCHOOL**



Charging Policy Summary for parents January 2018

At Tower Hill Primary school, we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. There are some strict rules we have to abide by. Our Charging Policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

The full, detailed, policy is available to read on our school website.

Please be aware that charges such as Nursery fees, school meals* and wrap-around childcare (Breakfast and After School Club), are not part of the national curriculum, and are therefore charged at the rates we apply.

*excluding Universal Free School Meals and Free School Meals under economic criteria.

Voluntary contributions

We cannot charge for activities which are part of the normal school day or part of the National Curriculum but we can ask for **voluntary** contributions.

Examples of circumstances in which we will usually ask for voluntary contributions include:

- o Transport to swimming sessions
- o Transport on trips
- o Admission charges
- o Visits to the school by performers and specialist activity organisers.

Why do we need to ask for voluntary contributions?

We want to offer a wide range of activities to broaden your child's experience but we can't afford to do everything we would wish without help from parents.

What happens if I am unwilling/unable to pay?

Your contribution is voluntary.
Your child will not be excluded from the activity.

BUT if we do not receive enough voluntary contributions, we may have to cancel the activity.

What happens if I am unable to pay?

Parents in certain financial circumstances (overleaf) will not be expected to make voluntary contributions

Will my voluntary contribution pay for people who have not paid?

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil.

We promise that:

We will make it clear if the activity is a chargeable one or a voluntary one, including a breakdown of costs where possible.

We will tell you at the outset if the activity cannot be funded without voluntary contributions.

We shall give as much notice as possible of any activities which will require charges and/or voluntary contributions.

How to pay

We prefer that parents use our online payment system, as it is a clear record for both school and parents to view the charges and payments. It is secure and can be used from any mobile, tablet or computer. If you do not have your log in details, then these can be requested at the school office.

If you do not have access to the internet, then we can accept payments by cash or cheque, which can be dropped into the 'drop box' outside the school office. Please make sure payments are in an envelope with your child's name, and what activity the amount is for. We can then process your payment online.

We can charge for optional extras

We can charge for any materials, books, instruments or equipment if you wish your child to own them.

This means that we may make a charge for:

- o Materials used in technology if your child is expecting to bring the finished product home
- o Cookery ingredients if your child will bring the result home
- o Trips which are not part of the school curriculum and/or outside the school day e.g. theatre trips, football matches, music concerts
- o After school activities eg. Sports Club

We can charge for music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or groups of any size.

We promise that:

The charge will not exceed the actual cost of providing the optional extra.

We will obtain your agreement before we provide the optional extra.

Charging for residential visits

Tower Hill children are offered overnight residential visits in years 2, 4 and 6 as part of our school curriculum. We believe these visits form a vital part of the children's social development. We calculate the costs of these visits to cover board and lodging and we make a charge for parents that will not exceed the actual cost.

We cannot charge for transport but will ask for a voluntary contribution to cover these transport costs. In some cases, these visits cannot go ahead if we do not have enough voluntary contributions.

We promise to help you to plan for these costs by:

- o issuing a calendar of visits/activities to ensure that you have as much notice as possible
- o having clear procedures to enable you to pay by instalments
- o publishing a fair, objective and transparent procedure for allocating places in case of over-subscription (we shall avoid 'first come, first served' which is unfair to some pupils).

Special financial arrangements

Parents who are in receipt of any of the benefits listed below, including parents who have recently become eligible but do not receive these benefits, will not be required to pay for:

Board and lodging on residential visits

In addition, reduced rates may be negotiated for:

- o Extra-curricular activities such as Sports Club
- o Technology materials
- o Music tuition
- o Transport to out of school activities

Benefits required to qualify for Special Financial Arrangements:

- o Universal Credit;
- o Income Support;
- o Income-based Jobseekers Allowance;
- o Support under part VI of the Immigration and Asylum Act 1999;
- o Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue & Customs) does not exceed £16,190.
- o Guaranteed State Pension Credit
- o Income related employment and support allowance as introduced in October 2008.

A parent whose child has been at Tower Hill less than the amount of time given to parents to pay for the activity or visit will also be entitled to special financial arrangements.