



# THE WILLOWS PRIMARY SCHOOL

## Charging Policy

**Reviewed**  
**September 2023**

**Signed .....**      **Date .....**  
**Chair of Governors**

**Signed .....**      **Date .....**  
**Headteacher**

## The Willows Primary School

### Charging Policy

#### 1. Background

***The governing body must establish a charging policy for the supply of goods or services. This policy should be reviewed annually by the full governing body.***

*The level of charges to be levied for each activity from which the school generates income must be reviewed and approved annually by the governing body. The Local Authority does not operate mandatory charging policies as it has delegated responsibility to schools. However, schools must have regard to the Local Authority's policy statement on charging, which states that charges for goods or services must be based on the principle of full-cost recovery, including all service and corporate overheads. The Authority's policy also states that charges must be reviewed annually and revised in line with appropriate inflation factors. The school must ensure it is not acting unlawfully, eg charging for services for which it is illegal to make a charge.*

*If a school decides to charge more or less than full cost then the reasons for this must be recorded.*

*If a letting results in costs being incurred by the Local Authority for repairs or the replacement of buildings, grounds or equipment, the Local Authority reserves the right to charge the cost to the school's delegated budget.*

*The governing body must ensure that where appropriate VAT is charged and properly accounted for in accordance with the appropriate VAT regulations.*

#### 2. Principles

At The Willows Primary School we are committed to the principle of a free school education for all. We aim to:

- 2.1 Ensure that education during the school day fulfilling the statutory requirements of the National Curriculum and Religious Education is free.
- 2.2 Ensure 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.
- 2.3 Ensure that there is no statutory requirement to charge for any form of education, but maintain the discretion to charge for optional activities provided wholly or mainly out of school hours.
- 2.4 Ensure that support is given to parents who are on low income (ie on Income Support, Income Based Job Seekers Allowance, Immigration & Asylum Act 1999, Child Tax Credit excluding those also in receipt of Working Tax Credit and those whose family income exceeds £15575 per annum, the guarantee element of State Pension Credit)
- 2.5 Ensure that the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during or outside school hours.

#### 3. Practices

With the aforementioned aims in mind, it is the policy of this school:

- 3.1 To continue to request voluntary contributions from parents towards activities organised by the school during school hours.
- 3.2 To be prepared to support the funding of certain activities. Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution.
- 3.3 To be prepared to cancel any activity where insufficient voluntary contributions are forthcoming for that activity and insufficient subsidies are available.

- 3.4 To charge at full cost optional trips wholly or mainly outside school hours. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.
- 3.5 Where needed, to invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- 3.6 To reserve the right to make charges for breakages and damage to property, including window breakage and cost for graffiti removal.

#### 4. Exceptions

There are, however, some activities where exceptions are made and other services provided and these are outlined below:

##### 4.1 Nursery additional charged hours

Parents of 3 and 4 year old children are entitled to 15 hours of flexible provision in the nursery class free of charge. We offer extra hours above the flexible entitlement for which a charge is made, currently of £4.50 per hour. This charge is set to cover costs and is reviewed annually by the Governing Body to be in line with Local Authority guidelines and other providers.

Parents sign a contract to pay the charges for the hours requested. There is no remission of charges if the child misses sessions through illness or family holiday. If the additional hours are no longer required, a month's notice should be given.

If parents fall into arrears of payments, their access to the additional hours may be withdrawn by the Headteacher in consultation with the Chair of Governors.

##### 4.2 Music Tuition

Individual or group instrumental tuition not part of the school's normal curriculum will be charged at full cost.

#### 5. Remissions

##### 6.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity, such parents will be invited in confidence to accept remission of charges in full or in part. Authorisation for such remission will be made by the Head Teacher in consultation with the Chair of Governors.

Signed (Chair of Governors): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (Headteacher): \_\_\_\_\_

Date: \_\_\_\_\_