



# Hordle C E Primary School and Nursery

## CHARGING POLICY

### **Basic Principles**

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

### **Voluntary contributions**

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip in which case any monies received will be returned. Parents have a right to know how each trip is funded, the school provides this information on request. The contributions will not exceed the actual cost and will not include a levy to make up for children whose parents are either not willing or are unable to pay.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity and do not treat the children any differently to the children whose parents have made the contribution. The opportunity to pay in instalments will be offered to parents who enquire if they can pay in this way.

In the event that a child does not participate in an activity for which a voluntary contribution has been made, a refund may be made at the discretion of the Head Teacher on written application by the Parent/Guardian.

### **Residential Activities**

When the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging, entrance fees and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to the headteacher.

Parents of children who are receiving certain benefits are entitled not to pay and support is available on request towards part or all of the cost to those parents. The relevant benefits criteria at the time of the trip will apply.

### **Siblings in the same phase**

Siblings attending the same day or residential trip will be offered 50% reduction for the second child.

### **Hordle Hub**

#### **- Clubs**

After school and pre-school clubs run by members of staff are charged at £1.75 per week unless the club incurs costs for materials in which case the club will cost more. After school clubs run by external providers will be charged according to the fee system of that organisation. Parents are given details of the cost of all clubs in each term's Hordle Hub leaflet given to all children.

#### **- External Club charges for facilities**

Field	£5 per hour
Olympitch	£5 per hour
Hall	£8 per hour
Ball court	£2 per hour

New clubs are not charged for the first term

#### **- Hordle Hub Vouchers**

Every FSM child is entitled to :

- 1 x Hordle Hub voucher which covers 100% of a school run club or 50% of an externally run club.
- 1 x Music voucher - 50% of fees
- YR 3-6 - 1 Homework Club Voucher

### **Swimming**

The school organises swimming lessons for Lower Junior children. These take place in school time and are part of the National Curriculum. We ask parents for voluntary contributions to cover the cost of transport. The Governors have the discretion to decide on the level of voluntary contribution on an annual basis.

### **Music Tuition**

Private Music Tuition is provided at the request of parents, both in and outside school hours. The cost and payment of these private lessons is negotiated directly between the private teacher and parents.

### **Breakages and Losses**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Lettings** (Evenings and School holidays)

- **School Hall** - £70 per letting up to 3 hours
- **External facilities** (Olympitch/field/ballcourt) £20 per hour
- All hirers are required to sign the Hire of Facilities Agreement and the School Holiday (Third Party Managed) Risk Assessment.

### **Hordle Explorers Nursery**

For Nursery terms and conditions please contact the school office.

### **Freedom of Information Act 2000 – Finding Costs and Charges**

We will make no charge for finding the information for requests which cost less than £100.

The right to access information needs to be balanced by our need to carry out our core regulatory duties economically, efficiently and effectively. The Act allows public authorities to decline to comply with requests for information where the cost of finding the information would be over the cost limit.

The cost of £100 will be calculated at £20 per person per hour for the time taken to

- determine whether the information is held,
- locate and retrieve it, and
- extract the information from a document(s) containing it.

We will not take into account any time spent

- deciding whether information should be released; or
- applying exemptions; or
- considering the public interest test.

If a request is considered to exceed £100, where possible we will help the enquirer try to refine their request so that it falls within the cost threshold set out above.

## **FOI postage and copying**

Where the cost of postage, printing or photocopying is below £10 we will not make a charge.

Where it is over £10, the first £10 will be free of charge, thereafter, we will charge the full estimated cost of postage and copying and will tell you how much that will be before we produce the information. If the enquirer decides not to pay then we will not release the information.

If the enquirer wishes to refine the request so that the cost of, say, copying, is reduced we are happy to discuss that with you.

September 2015.