

## Uplands Primary School Charging Policy

Date renewed: January 2025

Date for renewal: January 2026



1. At Uplands there is a clear and transparent process for agreeing and making all relevant charges.

### Charges for School Activities

2. The Education Reform Act 1988 clarifies the activities for which charges can be made or voluntary contributions sought.

3. The Act gives LEA's and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the 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.

4. As from April 2001, the Governors have operated the following policy on charges and contributions for school activities where such activities involve additional expenditure.

### Charges

5. The school will charge in the following circumstances allowed by the Act:

a. The provision of music tuition given to pupils as individuals or in groups **except** where it is given to fulfil:

- i. statutory duties relating to the National Curriculum or
- ii. requirements specified in the syllabus for a public exam.

b. Activities which take place wholly or mainly outside school hours and which are not a statutory part of the National Curriculum: eg outings, visits, sports coaching and extended hours childcare. Charges will be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, nonteaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

c. Activities which involve pupils in nights away from home. Charges will be made for board and lodging. Families receiving Income Support or Working Family Tax Credit will be exempt from board and lodging charges. Charges must **not exceed actual cost** otherwise there may be VAT implications.

d. Optional extras such as any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.

## **Voluntary Contributions**

6. Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, eg outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service or possibly to cover costs such as for cookery/DT.

7. When voluntary contributions are requested, the terms of the request will clearly state:

- a. There is no obligation to contribute.
- b. Pupils will not be treated differently according to whether or not their parents have made a contribution.
- c. That the proposed activity may not take place unless costs can be covered.
- d. A suggested amount for a contribution to cover costs and a time when contributions need to be paid.

## **Remission**

8. It is the policy of the Governing Body:

- a. To remit charges for school activities to parents in receipt of income support and working family tax credit who had been unable to give a donation.
- b. To look at individual cases where parents have been unable to give a donation.
- c. To agree how to fund shortfalls for activities.

## **Other Charges**

### **Private Photocopying/Printing/Telephone Calls**

9. The Governors have agreed a charge will be levied for private photocopying and printing at 10p per sheet and for telephone calls 5p per minute. These will be subject to VAT regulations. These charges are to be reviewed annually and are at the discretion of the headteacher.

### **Income from Sales - Non-profit Making**

10. Some goods may be purchased through the school for the convenience of parents, pupils or teachers. The school will not seek to make a profit from these sales. Goods in this category include school clothing, books, book bags, recorders, etc.

## **Income from Sales - Profit Making**

11. Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, PTA or other charity. Goods in this category include school photographs, bring and buy items, etc which may be subject to VAT.

## **Income from Donations**

12. From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

## **Income from Lettings**

13. The Finance Committee annually review and set charges made for use of school premises. The charges include actual site supervision costs, insurance and premises charges.

The Finance Committee will endeavour to avoid charging the USA for its activities in the school.

14. See Lettings Policy for further details.

## **Responsibilities**

15. Authority for day-to-day management of the policy is delegated to the Headteacher who will determine the costs of activities other than those set by the Governors.

16. The level of charges is a matter for the Governing Body. It is recommended that all charges should include a reasonable element for overheads like electricity, heating, Site Manager's overtime, etc. Other things to consider are whether the school aims to make a profit, to meet actual costs or to offer say lettings at a subsidy.

17. All staff responsible for collecting income are made aware of the current charge rates and be aware of VAT implications.

18. The charging policy is reviewed annually by the Governing Body.

## **Further Information**

19. Further information can be found in the DFE document, '*Charging for School Activities*', May 2018.