



CHURCHDOWN PARTON MANOR SCHOOLS' FEDERATION CHARGING POLICY

Staff responsible	School Business Manager
Reviewed	Spring 2021
Next review	Spring 2022

Equalities Statement

Churchdown Parton Manor Schools' Federation provides an education for all, acknowledges the society in which we live, and is enriched by the ethnic, cultural and religious diversity of its citizens. The school strives to ensure that the culture and ethos of the school are such that, whatever the heritage, origins, faith, age, gender, sexuality and ability of members of the school community, everyone has the right to equal chances, is equally valued and treats one another with respect so that all pupils and staff are encouraged and supported in achieving their full potential. We provide pupils with the opportunity to experience, understand and celebrate diversity, actively tackle all instances of unlawful discrimination and strive for equality of opportunity and good relationships to permeate all aspects of school life, including:

- attainment, progress and assessment
- behaviour, discipline and exclusion
- admission and attendance
- curriculum
- personal development and pastoral care
- teaching and learning
- working with parents / carers and communities
- staff recruitment and professional development

Safeguarding Statement

- The named person with responsibility for child protection in our school is the Head Teacher, who liaises with a named Governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.
- If any person suspects that a child in the school may be the victim of abuse, they should not try to investigate, but should immediately inform the Head Teacher about their concerns
- When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social care, and with the Gloucestershire Safeguarding Children Board. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- We require all adults who work in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse. (DBS, Barred and Prohibition Checks).
- All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

Accessibility Statement

We will strive to ensure that the ethos of the school is such that everyone is equally valued and treated with respect. Pupils will be provided with opportunities to experience, understand and value diversity.

All pupils should have access to an appropriate education that gives them the opportunity to achieve their personal potential, whatever their abilities and needs might be.

Contents

1. Introduction
2. Visits and activities during the School Day
3. Visits and activities made outside of the School Day
4. Equipment & Materials

1. Introduction

Education is provided at the school without compulsory charges to parents. This is a principle that the school supports fully. The school will finance the vast majority of activities with funds received from the County Council.

There are though, some valuable educational activities that the school cannot provide without seeking some financial support 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 Churchdown Parton Manor Schools' Federation has decided that until further notice its policy will be as follows:

2. Visits and activities during the School Day

The Head is empowered to reduce or waive charges on parental request where it is clear that otherwise the family would suffer severe financial hardship.

Where the visit occurs during school time there will be no compulsory charge. A letter will be sent to parents inviting a voluntary contribution. The letter will make it clear that children will not be prevented from taking part just because the parents are unable/unwilling to make a financial contribution. Parents, who make the voluntary contribution, are paying for their child only and not subsidising others. Any deficit is covered by school funds or the trip does not go ahead. When considering whether a trip should be cancelled the lesser amount of £100 loss or 15% of pupils not contributing will be used as the basis for the decision. The Headteacher will decide whether or not the trip will take place.

3. Visits and activities made outside of the School Day

Charges may be levied for visits occurring wholly outside of normal school hours, parents will be charged for all *allowable costs. Charges may be waived or reduced for children whose parents make application to the Head.

*Allowable costs include:

- The pupil's travel and subsistence costs
- Materials, books, instruments and other equipment
- Non-teaching staff
- Costs of teaching staff where separately engaged under a contract for services for the visit or activity
- Entrance fees to museums, castles, theatres, etc.
- Insurance costs

The board and lodging cost only of any residential activity occurring during the school week will be met by the school if parents are in receipt of certain qualifying benefits (see policy for offsite visits). Where the school receives Pupil Premium (FSM & Service Families) subsidies may be applied.

4. Equipment & Materials

An occasional charge may be made for materials used when articles are being made to take home. Prior agreement is sought from parents. A charge is made for the hire of musical instruments and tuition where this is organized by the school.

No compulsory charge will be made to parents in receipt of either Income Support; Income Based Jobseeker's Allowance; support under part VI of the Immigration and Asylum Act 1999; Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190; Guaranteed Pension Credit; Income Related Employment and Support Allowance; Working Tax Credit 'run on' - payment you receive for a further 4 weeks after you stop qualifying for Working Tax Credit.