

SCHOOL OPERATING POLICY



CHARGING FOR SCHOOL ACTIVITIES

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1.0 Purpose

1.1 This sets out the Governing Body's agreed policy on charging for school activities.

2.0 Scope

2.1 The policy applies to all school activities whether in or outside of normal school hours and to all students.

3.0 Responsibility

3.1 The implementation and maintenance of this policy is the responsibility of the Headteacher and Governors.

3.2 All staff are required to fully engage with the policy and its implications.

4.0 Policy

4.1. **General principle: The school is committed to providing a free education for all.**

4.1.2 However, not all educational activities which pupils undertake at Kelvin are fully funded by the government or local education authority: these activities include, in particular, instrumental teaching in music, provision of materials in Art, Design and technology, and school trips. Parents may therefore be asked to contribute towards the cost of these activities, but we recognise that not all parents will be able to contribute fully. **The school will do its best to ensure that no child is prevented from taking part where a parent is unable to contribute.**

4.1.3 In applying the general principle, we will take into account:

Eligibility for free school meals shows that parents are unable to contribute.

Parents who are unable to contribute but whose children do not qualify for FSM may contact the Head Teacher, who has discretion in the circumstances and in the light of the budget, to waive some or all of any requested contribution.

Contributions requested may be set slightly higher than the actual unit cost, to spread the cost of parents unable to contribute.

The school has limited funds, within a budget set by governors and reviewed annually, to make up any shortfall.

If, despite these measures, any shortfall cannot be met, consideration may have to be given to cancelling the activity rather than exclude pupils on cost grounds.

4.1.4 Where the primary purpose of an activity is leisure rather than education (for example, a skiing trip as opposed to a language trip), all parents may be asked to contribute the full cost; in exceptional cases, the head may exercise discretion.

4.1.5 Parents must be informed of these principles whenever they are asked about contributions: at the least they should be told:
No child should be excluded because parents cannot afford the contribution.
Children who receive free school meals need not pay; other parents who have difficulty in making the contribution should contact the Head. A copy of the school's charging policy is available on request.

4.2 **Visits & Activities: During school hours**

4.2.1 Visits and activities arranged during school hours are "optional extras".

4.2.2 Voluntary contributions are required to finance the activity.

4.2.3 The school's general principle as set out in 4.1 will apply

4.3 **Visits & Activities: Outside school hours**

4.3.1 Some visits and activities will take place mainly or wholly outside school hours and participation is a matter of choice.

4.3.2 Charging would be necessary to cover the cost of transport, board and lodgings, additional insurance, entrance fees & materials.

4.3.3 The school's general principles as set out in 4.1 will apply

4.4 **Fee Setting Paper**

4.4.1 The schools fee setting paper is reviewed annually.

4.4.2 The current paper is attached as an annexe.

4.5 **Evaluation**

4.5.1 This policy which evaluated by monitoring the numbers of student engaged in each activity & particularly the participation of students entitled to free school meals.

4.6 **Consultation**

4.6.1 This policy is approved by the Governing Body.

4.6.2 It will be reviewed on an annual basis.

Annexe A

Fee Setting Policy

1. Music Tuition

Music Tuition charges are £40 per term

Rationale (based on 2006-7)

• Music Service charge to school	<u>£16,700</u>
• Student contributions (see 1.4)	5,303
• Contribution from Gifted & Talented Budget	7,500
• Contribution from School budget	<u>3,897</u>
	£16,700

- If students were charged the full cost to the school the tuition fee would be £91 per term
- Private music lessons are in the range of £16 - £30 per hour

Student Contribution (2006-7)

Total number of students taking music tuition	61	
Student discontinuing through year	9	
Students receive free tuition	3	
Students with unpaid fees	5	
Y11 students pay half fees for summer term (Autumn Term £35 Spring & Summer Term £40)	4	

2. School Wear

Buying the school code of dress from the school is optional

Charges

Cost to school from APC Clothing Ltd

Sweatshirts (larger sizes)	£8.81 (including VAT)	} £10.00
Sweatshirts (size 36)	£7.50 (no VAT)	
Sweatshirts (small sizes)	£6.74 (no VAT)	
White Polo (larger sizes)	£7.63 (including VAT)	} £8.50
White Polo (small sizes)	£6.25 (no VAT)	
Navy Polo (larger sizes)	£7.63 (including VAT)	} £8.50
Navy Polo (smaller sizes)	£6.25 (no VAT)	
Navy T shirt (larger sizes)	£4.11 (including VAT)	} £6.50
Navy T-shirt (small sizes)	£3.50 (no VAT)	
Shorts (larger sizes)	£3.50 (including VAT)	} £5.00
Shorts (smaller sizes)	£2.50 (no VAT)	

Commission

For 2006-7 the school received £1247 for orders taken at the Induction Evening.

Profit

- Approximates to £1700 per year
- This is used to
 - i) keep a supply of uniform in school for purchase on demand
 - ii) provide code of dress, including shoes, to cases of hardship
 - iii) Provide items of code of dress for emergency use
 - iv) Give as “souvenirs” to visitors from abroad
 - v) A contribution is made to PE of £284.00 and to the Minibus Fund when funds allow

3. Technology

Food Technology

- Students make a one-off contribution of 50p to cover over-heads such as cooking oil, grease proof paper, tea towel, dish cloth, seasoning etc.
- The students bring in the ingredients for practical lessons and take the finished product home.

Other areas

- Students made a contribution to the materials used in the product they make. The finished product is taken home.

eg. Puppet/Wash Mit (Y7)	£1.00
Flashing Badge (Y7)	20p
Educational Toy (Y9)	50p - £2.00

Staff are aware of students entitled to free school meals and react accordingly. No students is disadvantaged because parents are unable to contribute

4. Other areas

Many faculties sell Revision Guides at KS3 or 4. These are sold at cost price.

Some faculties sell specialist equipment such as scientific calculators in Maths. These are sold at cost price.

The school has supplies of pens, pencils, rulers which are sold to students on a similar basis to school dress (ie. small profit is used to provide equipment at no cost for some students).