

## Calderdale Pupil Referral Unit

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Person Responsible:	Head Teacher
Approved By:	PRU Management Committee
For Action By	All Staff
For Information to:	All Staff Parents / Carers Pupils

# Calderdale Pupil Referral Unit

## Charging Policy

### 1 Review Procedures

This Policy will be reviewed on a 3 yearly basis by the Management Committee School Improvement / Curriculum Sub Committee and will be adjusted in line with any subsequent guidelines from the DfE or Local Authority.

### 2 Aims

This Policy sets out the School's attitude to charging, describes each type of activity that will be charged for and explains when charges will be made.

### 3 Principles

3.1 All education provided within school hours will be free to parents. This includes materials, equipment, and transport provided in school hours by the Local Authority or by the school to carry pupils between the school and an activity. "School hours" are those when the school is actually in session, and do not include the break in the middle of the school day.

3.2 Pupil Premium funding may be used to contribute to an educational visit either in paying for particular children, the whole visit or a part of the visit. This will be used to enhance the opportunities for the children eligible for this funding.

3.3 The school may invite parents and others from time to time to make a voluntary contribution towards any part of the school's work, and to permit the provision of activities which might not otherwise be possible. Parents will be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming. No pupil will be left out of any activity provided in school time because his/her parents cannot or will not make a voluntary contribution. Parents may be asked to make a voluntary contribution towards activities taking place in school time, or towards activities which are a necessary part of the National Curriculum.

3.4 Parents will be asked to contribute to the cost of optional extra activities which happen outside school hours, where these activities are not a necessary part of the National Curriculum.

3.5 Parents will be asked to contribute to the cost of board and lodging, and to make a voluntary contribution towards travel expenses for residential courses in school time. These costs will be met for pupils whose parents are receiving certain benefits (see 4.1 below).

3.6 A charge may include an allowance for the cost of teachers from the school who supervise optional extra activities, but only if those teachers have been given a separate contract or formal letter asking him or her to provide a service on a particular occasion to provide the optional extra.

3.7 Parents will be asked to meet the costs of private music tuition in full, where tuition is given either to an individual pupil or to pupils in groups of up to four.

3.8 General fundraising and sponsorship may be used to permit additional activities.

#### **4 Charging Structure**

4.1 Activities outside school hours and not within the National Curriculum (ranging from holiday visits abroad to school matches) are classed as “optional extras”. Parents / guardians may be asked to meet the full cost of these activities. In the case of residential experiences, every effort would be made to offer value for money but the cost may be quite high. It is intended that school-based extra curricular activities should be free or very low cost. The school will do its best to offer assistance in any case where there is hardship.

4.2 Activities in school time and / or within the National Curriculum: parents / guardians may be asked to make a voluntary contribution. Voluntary contributions are likely to be requested of parents as follows:

4.3 Voluntary contributions may be requested from parents to cover the cost of ingredients or materials for practical subjects, particularly where the finished article is kept by the pupil.

4.4 Individual music tuition takes place on the basis of private charges between tutors and parents.

4.5 Parents / guardians will be charged for “wasted” examination entries.

4.6 Parents / guardians will be expected to meet some or all of the replacement costs of lost school books or equipment.

4.7 Parents / guardians will be expected to meet some or all of the costs of breakages or damage to school buildings, furniture or property. Significant damage may also result in criminal charges.

4.8 Parents / guardians may be charged for emergency call outs when individual pupils activate or cause damage to the fire alarm/burglar alarm sensors

#### **5 Miscellaneous Charges (other than for pupils)**

##### **5.1 Lettings**

Charges for lettings are agreed annually by the Management Committee School Improvement / Curriculum Sub Committee

##### **5.2 Re-charges to schools**

Schools will be charged an agreed weekly rate for all dual-roll pupils attending Calderdale PRU, as per the school’s Service Level Agreement.