

Date Written	Date Ratified	Date Implemented	Date for Review
September 2016		October 2016	September 2017

# Marlborough St Mary's CE VC Primary School Juniors



MARLBOROUGH  
ST MARY'S  
PRIMARY SCHOOL

## Charging & Income

# Marlborough St Mary's Primary CE VC School Juniors

## Governors' Policy On Charging & Income

This Policy was reviewed by the Finance Committee 15<sup>th</sup> March 2015  
This policy is reviewed annually.

It is the school policy to ensure that appropriate activities and for the pupils visits are encouraged. They provide curriculum enrichment, making learning more meaningful through first hand experience.

### **1 CHARGES**

The School reserves the right to make a charge in the following circumstances:

- **School Visits in School Hours** - The board and lodging element of residential activities deemed to take place in school hours.
- **Activities outside School Hours** - the full cost to each pupil for transport and other costs involved for activities deemed to be optional extras occurring outside school hours.
- **Charging in Kind** - the cost of materials used for activities occurring out of school hours.

### **General**

The School may, from time to time, amend the categories of activity for which a charge may be made.

### **2 NO CHARGES WILL BE LEVIED FOR:**

- materials used in the delivery of the curriculum
- materials used by children undertaking homework

### **3 VOLUNTARY CONTRIBUTIONS**

It is the policy of the school to ask for voluntary contributions towards the costs incurred for certain activities to enable these to take place. If, for example, a visit has been planned and insufficient contributions are received, then the proposed activity will not go ahead. However, if the visit takes place, those children not making a contribution will be included - thus all will go if the event takes place, (unless the visit is of a residential nature). It is the intention of the Governing Body to cover the costs of all visits from the collection of voluntary contributions (as opposed to making a **charge**).

### **4 INCOME**

1. All income including VAT due to the school will be identified and records kept.
2. All collections will be receipted and banked promptly.
3. The Governing Body will operate a charging policy for letting, in accordance with the guidelines issued by the LA. Rates for letting fees will be reviewed annually.
4. The Headteacher and the Finance Officer will be responsible for the managing of income.

## **5 REFUNDS AND REMISSIONS**

In the event of a visit having to be cancelled, full refunds will be made of any monies collected.

Where the shortfall in contributions is minimal, the difference *may* be met from the school fund.

All residential courses are currently being held at Wiltshire Council organisations to enable parents who are in receipt of specific benefits to be able to send their child at either reduced rates for no fee.

Parents who are experiencing financial difficulties and are therefore not likely to afford to send their children are encouraged to discuss this with the school who will endeavour to find appropriate support.

## **6 EVALUATION AND REVIEW**

This policy will be reviewed annually by the Headteacher and Staff with any suggestions, changes and amendments being considered by the Governing Body.