



Sandy Lane
Farnborough
Hampshire
GU14 9ES
01252 666846 / 7

www.guillemont.org.uk

School Activities Charging Policy

Policy Reference:	C2
Created by:	Acting Deputy Headteacher Miss B J Cook
Responsibility:	Strategy Committee
Reviewed by:	Strategy Committee
This Review:	January 2010
Next Review Due:	January 2012
Cycle:	2 yearly
Ratified by Full Governing Body on:	1 st February 2010
Signed:	

A handwritten signature in dark ink, appearing to read 'C. Norris', is written over a faint, rectangular stamp area.

Mr Clive Norris

Chairman of Governors

Charging for School Activities Governors' Policy Statement

The Education Reform Act 1988 reaffirms the right to a free school education and establishes that activities offered wholly or mainly inside school hours, should be available to all pupils regardless of their parents' ability or willingness to meet the cost. It also gives the LA and schools the discretionary right to charge for activities provided wholly or mainly outside school hours and to invite voluntary contributions in support of any activity, whether during or outside school hours. The school does adopt this discretionary right and expects parents to contribute. It is made clear that the school will only be able to offer such activities if parents support the voluntary contribution scheme and that an activity might be cancelled if insufficient contributions are made.

Day Visits

Visits are often made during the course of the school year, half-class, whole class, groups drawn from different classes who share a particular interest, half-day or all day. All possibilities are covered. These visits make extensive use of parent support and the immediate local area.

Residential Visits

Upper junior classes are offered the opportunity of a residential visit each year. The trips cover mainly geographical skills and knowledge and are an extension of the work in class and involve both preparation and follow up work. The visits are usually to youth hostels in either a coastal or inland situation that is very different from our own. The social development of children also plays a very important part on these visits. Children and staff take advantage of full board at the hostels although children are required and encouraged to take on certain 'chores' during their stay. We hope that all children will be able to attend.

Although legislation affects directly the way that the school finances its residential trips and day visits, in practice, visits at Guillemont rely on parental contributions from most, and in some cases from all parents in order for a visit to take place. Invariably, at Guillemont any out of school visit takes place during school hours according to the definition of the act.

For day trips the school will, on a discretionary basis, request voluntary contributions and also make clear when a particular activity is dependent upon there being sufficient numbers of contributions to adequately fund it.

In the case of residential trips, board and lodgings will be charged for as allowed by the Act, but other costs not funded by the school need to be supported by the voluntary contributions of parents. Families on Income Support or family credit can apply for financial assistance from the Headteacher.

Special Circumstances

For families who qualify for free school meals and for other families in hardship, the Parent Support Adviser has information to assist. A Disadvantaged Subsidy grant is applicable in certain circumstances.

Specialist Music lessons

Children taking advantage of peripatetic specialist instrumental tuition shall be charged appropriate fees so that those children taking the lesson cover the cost of the teaching. Hampshire Music service and Southern Counties Music provide lessons. Generally parents have to provide an appropriate instrument for their child. As teachers are booked for a whole year parents are asked to commit to a whole year of fees to avoid a shortfall in income if children drop out of lessons mid-year.

Orchestra or ensemble teaching for instrumentalists is subsidised wholly by the school.

Vandalism

If pupils at the school are found to be responsible for deliberate acts of vandalism, their parents will be contacted by the Headteacher and the parents will be asked to pay for the cost of any damage.

Lost Library Books, Reading Diaries and other Documents

Library books can all be tracked through the Library Computer system and lost books will be charged to parents. Copies of lost Reading Diaries, Reports of Achievement etc will all incur a nominal photocopying and administrative charge

Staff Room Fund

The Governing Body approves of an annual expenditure for basic tea, coffee, sugar, milk and water as well as cleaning materials and dishwasher essentials for members of staff, visitors, officials, parent helpers and visiting Governors up to a maximum of £300. In addition staff will be expected to make voluntary contributions of £7 per term to cover additional expenses. Staff gifts will always be covered by additional voluntary contributions.

Excellence Awards

The Governing Body approves of expenditure on a needs basis for any school excellence award. The maximum allocated in any financial year should not exceed £150. The Strategy Committee, on behalf of the Governing Body, must approve amounts in excess of this.

Private Telephone Calls and Private Photocopying

The Governors consider the collection of very small amounts of money to pay for short duration, private telephone calls not to be necessary, as many staff use mobile phones out of working time to make such calls. Similarly, short run photocopies for private purposes shall not be charged. International or long distance telephone calls and bulk photocopying must be sanctioned by the Headteacher or Deputy Headteacher and must be paid for by members of staff at cost.

This Charging Policy is to be reviewed bi-annually and dated to evidence that it has been reviewed or a record of the review should be documented in the Governing Body minutes.