

CHARGING POLICY WINCLE C. E. SCHOOL



Charging Policy Wincle CE Primary School



Version: APPROVED

Updated: February 2024

Wincle CE Primary School
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Version control

Date updated:	Brief summary of changes:
February 2024	Change of school lunch price to £2.25 Addition of paragraph which indicates where information re debt accrual is located.

Our school's vision:

Wincle School creates an enriching and outstanding rural education, nurturing the whole individual: body, mind and soul, inspiring rounded, happy, courageous children who exhibit a passion for learning, a confident faith, a loving concern for community and an inclusive respect for all.

We encourage our pupils to 'Shine like Stars' (Philippians 2:15) and to do this run with the following acronym:

S	Service	<p>★ No act of kindness, no matter how small, is ever wasted." Aesop</p> <p>★ We would like our pupils to have the confidence to know that they can make a difference: have hope for the future.</p> <p>★ We encourage our pupils to challenge injustice and inequality</p>
T	Theology	<p>★ Our principles are founded on the truth that we are loved by the Father, Saved by the Son and Sanctified by the Holy Spirit.</p> <p>★ We want to ignite passion and curiosity for learning, providing an exciting curriculum to inspire all learners to be the best they can be.</p>
A	Attitude	<p>★ We encourage our pupils to show integrity</p> <p>★ We would like our pupils to have the courage to fight for what is important</p> <p>★ When things are challenging, we would like our pupils to display perseverance and not give up.</p> <p>★ Learn from yesterday, live for today, hope for tomorrow" Albert Einstein</p>
R	Relationships	<p>★ We nurture the whole individual: body, mind and soul</p> <p>★ We encourage the pupils to respect every living creature and show compassion.</p> <p>★ We would like our children to treat other people as they would like to be treated following Jesus' example.</p> <p>We are all unique</p> <p>We help all children build trusting relationships</p> <p>★ Clothe yourselves with compassion, kindness, humility, gentleness and patience.' (Colossians 3:12)</p>
S	Shine like stars	<p>★ I am the Light of the world; he who follows Me will not walk in the darkness, but will have the Light of life." (John 8:12)</p> <p>★ We would like our pupils to shine in their behaviour, attitudes, relationships and learning.</p>

Introduction:

The 1988 charging provisions act clarifies and amends existing law which prohibits most charges for activities which take place in school time. The act requires LEAs and Governing Bodies to determine their policy on charging and on remissions within the framework of the legislation, and schools must draw up and maintain a written statement of their policy which must be available to parents on request.

Objectives:

- The objectives of the charging provisions of the 1988 act are:
- To maintain the right to free school education
- To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give LEAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours
- To confirm the right of LAs and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school whether during or outside school hours.

CHARGING POLICY WINCLE C. E. SCHOOL

No.	income	Approved charge
1	Personal Photocopying	5p per black and white copy 10p per colour copy
2	Personal laminating	10p per A4 sheet 20p per A3 sheet
3	School dinners	£2.25 per meal Free for pupils whose families are eligible for FSM
4	Personal Telephone calls	5p for local standard phone calls mobile and national calls 10p As per itemised bill for longer distance calls
5	Educational visits	For board and lodgings on residential visits *
7	School Uniform	See appendix for charges
8	School letting	See school letting policy
9	After school clubs**	£2 per session

* The LA remits charges for board and lodgings for school visits to Cheshire East's own outdoor education and residential centres for pupils whose parents are in receipt of income support or family credits. Charges for transport to these centres must be remitted by the school. Schools using non-Cheshire East maintained centres are required to cover from their own budget or school funds the cost of charges remitted for pupils whose parents are in receipt of income support or family credit.

It is the policy of the LA to empower headteachers and governing bodies to receive voluntary contributions, provided it is made clear that any contribution is voluntary and failure to contribute will not involve the relevant parent's child being treated differently from any other child in the school.

** No child will be prevented from participating in a club due to issues over charging.

All money for charges to be paid to the school via the administrative assistant in the school office.

The school will ensure it is not acting unlawfully e.g. charging for services for which it is illegal to make a charge.

If the school decides to charge more or less than full cost, then the reasons for this must be recorded.

Records will be kept of all letting invoices, numbered sequentially and dated. Records of the income received will be detailed by pay-in slip to LMS budget and linked to invoices.

If lettings result in costs being incurred in repairs, or the replacement of buildings, grounds or equipment, Wincle Primary School understands that the Diocese/Cheshire East Council reserves the right to charge the cost to the school's delegated budget.

Wincle governing body will ensure that where appropriate, VAT is charged and properly accounted for in accordance with the appropriate VAT regulations (see guidance below)

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Guidance on VAT on lettings (in accordance with County Guidelines)

Hire of a room including tables and chairs is exempt from VAT.

Except where a separately identifiable charge made for equipment, then hire of equipment becomes standard-rate.

Appendix: School uniform costs March 2024

V neck Sweatshirt up to age 13	£13.99	Fleece jacket	£16.50
V neck Sweatshirt adult sizes	£16.00	Fleece jacket adult	£24
Knitted jumper up to size 32"	£18.99	Book bag	£9
Knitted jumper size 34" plus	£20.50	Tie	£5.50
Sweatshirt cardigan up to age 13	£14.50		
Sweat shirt cardigan adult sizes	£16.50		
Knitted cardigan up to 32"	£18.50		
Knitted cardigan 34" upwards	£20.50		
Polo Shirt	£9		

What happens if payments are not made in a timely manner?

It is the School's policy that every step will be taken to ensure that debts do not occur.

1. Every month the Administration Assistant will communicate with all parents owing more than £20 asking them to settle their debts.
2. When a debt is £50 or more the Administration Assistant will report this to the Headteacher.
3. The Administration Assistant and the Headteacher will decide what action to take.
4. In circumstances of hardship the school will draw up a mutually agreed payment plan approved by the Headteacher.