



CHARGING POLICY

Adopted by Governors

Signature ...Duncan Smith

Date10.02.15.....

Signature ...Duncan Smith.....

Date25.01.17.....

Signature ...M.Nixon.....

Date08.02.18.....

Charging Policy

1 Introduction

- 1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

“School hours” are those when the school is actually in session and do not include the break in the middle of the day.

2 Voluntary contributions

- 2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

- 2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

- 2.3 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as ‘optional extras’. This list is not exhaustive:

- visits to museums;
- trips which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events;
- extra curricular activities.

- 2.4 General fundraising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.

- 2.5 No pupil will be left out of any activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute.

- 2.6 Parents will only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or religious education and when parents agree to pay.

- 2.7 No charges will be made which exceed the actual cost.

- 2.8 A charge may include an allowance for the cost of teachers from the school who supervise the activity but only if those teachers have been given a separate contract/formal letter to provide the optional extra.

- 2.9 When parents accompany pupils on an out of school activity, they may be invited to make a contribution towards the cost of transport and/or the activity.

3. Miscellaneous charges (Other than those for pupils)

3.1 Charges for lettings

The Governing Body will follow directions from the LEA regarding the use of school premises. Charges and arrangements are set out in the LEA Lettings Policy.

3.2 Charges for Photocopying

Staff and others may use the school photocopier at a cost of 5p per A4 copy.

3.3 Private telephone calls

Staff and others using the school telephone may do so at the normal BT costs.

4. Collecting and Banking Sums Collected

4.1 The school will maintain records of all charges collected.

4.2 All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities Document).