



CHARGING POLICY

1. Introduction

The Governing Body is required by Sections 449 - 462 of the Education Act of 1996 to have a written policy statement on charging for school activities. This policy has been formulated in accordance with this and the authority's guidance on charging for school activities.

The school must ensure that Pupils in receipt of Pupil Premium are not asked for contributions towards the cost of school visits or other activities as these will be met from 'Pupil Premium funding.

2. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

3. Responsibilities

The Governing Body of the school is responsible for determining the content of the policy and the headteacher for implementation. Any determinations with respect to individual parents/carers will be considered jointly by the Headteacher and the governing body.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The governors endorse the guiding principles that no child should have access to the curriculum limited by charges. If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent/carer.

4. Prohibition of charges

The Governing Body of the school recognises that the legislation prohibits charges for the following:

- Education provided within school hours (including supply of any materials, books, instruments or other equipment)
- Education provided outside of school hours, if it is part of the national curriculum, or as part of a syllabus for prescribed public examination that the pupil is being prepared for at the school, or part of religious education

- Tuition for pupils learning to play musical instruments if the tuition is required as part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Entry for a prescribed public examination if the pupil has been prepared for it at the school; examination re-sits if the pupil is being prepared for resits at the school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to or from the school premises where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- Transport that enables pupils to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational trip

5. Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Activities outside school hours, including clubs
- The full cost to each pupil of any activities deemed to be optional extras taking place outside the school hours, including residential visits
- Individual/group instrumental tuition outside of school hours.
- Breakages
- Pupils in receipt of Pupil Premium are not asked for contributions towards the cost of school visits or other activities as these will be met from 'Pupil Premium' funding

6. Breakage and damage

In cases of wilful or malicious damage to equipment, breakages or loss of school books or equipment the Headteacher, in consultation with the Chair of the Governing Body, may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

7. Clothing

The uniform list provided parents/carers with some flexibility as to where they can purchase items. The school may, from time to time, have a stock of outgrown items which will be made available to parents/carers. The school will provide essential protective equipment when necessary.

8. Voluntary contributions

The Governing Body may ask parents/carers for a voluntary contribution towards the cost of any activity which takes place during school hours.

Parents/carers are under no obligation to make any contribution and pupils of parents/carers who are unable or unwilling to contribute will not be discriminated against.

In the event of insufficient voluntary contributions being made, the activity may have to be cancelled and refunds will be arranged.

Parents/carers may also be invited to make voluntary contributions for the following:

- Educational visits which take place outside school hours
- Any activity which takes place during school hours

The terms of any request made to parents/carers will specify that it is a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents/carers:

- The contribution is genuinely voluntary and a parent/carer is under no obligation to pay
- Registered pupils at the school will not be treated differently according to whether or not their parents/carers have made any contribution

The responsibility for determining the level of voluntary contribution is delegated to the headteacher.

9. Publication of information

This policy can be found on the school's website and hard copies are available from reception upon request.

10. Review and amendment

This policy will be reviewed annually by the Resources committee who may, from time to time, recommend amendments to the categories for which a charge may be made.

Any changes will be ratified.