

Charging Policy

Responsibility for Document:	HT/SLT
Approved by/date:	23 rd March 2018
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The governing body recognises the valuable contributions that the wide range of additional activities such as school visits, clubs and residential experiences can make towards the pupils' personal and social education. The governing body intends to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the schools and as additional optional extras.

The governing body understands that the school is not allowed to charge for activities that form part of the curriculum of the school but can charge for extra-curricular activities.

The governing body aims to:

- maintain the right to free school education
- enable all pupils to take full advantage of the activities provided by the school
- ensure that activities offered in school time are available to all pupils regardless of their parents' ability or willingness to help meet the costs associated with those activities
- identify those activities for which charges may be levied
- determine which charges will be remitted for parents experiencing hardship
- invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- ensure that the responsibilities of the charging policy are clearly and appropriately allocated
- ensure activities are affordable within the allocated school budget.

Where the school requests voluntary contributions from parents for school activities in or out of school time:

- such contributions are genuinely voluntary
- pupils will not be treated differently according to whether parents have made a contribution
- parents will be informed of the level of contribution.

The charges for individual pupils may not:

- exceed the actual cost of providing the activity, which includes the cost of extra staff required to ensure the adult/pupil ratio is met (excluding staff for special needs), divided by the number of pupils willing to participate, rounded down to the nearest 10p
- include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to meet the cost
- include the cost of alternative provision for those pupils who do not wish to participate, where a small part of the activity takes place in school hours

A charge may be levied for materials, ingredients or equipment in practical subjects if the parents have indicated in advance that they wish to own the finished product.

A charge may be made for the cost of providing individual instrumental tuition where this does not occur within a club.

Charges may also be made for activities run by independent organisations or individuals outside school hours.

All residential activities are classed as extra-curricular activities.

Remissions

The statutory minimum must provide for complete remission of board and lodging charges to pupils whose parents are receiving Income Support, Income Based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999 or Child Tax Credit (providing that they are not also entitled to Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed its limits). The school will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.

Damaged or Lost School Property

Parents may be asked to make a contribution towards replacing school property which has been lost or damaged either wilfully or neglectfully by their children.

Responsibilities

Authority for the day to day management of money received as a result of this policy will be devolved by the Governing Body.

Staff organising activities must do so within the provisions of this policy. Plans at the draft stage should be submitted to the Headteacher for consideration and approval.