

## CHARGING POLICY

---

1. The school wants to provide a range of experiences that add excitement and enjoyment to children's learning and personal development. Every pupil should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities. However, many of these additional activities have a cost associated with them and, unfortunately, cannot be provided unless parents are asked for either voluntary contributions or, in some cases, a charge. There are strict rules by which the school has to abide. This policy explains how voluntary contributions and charges will be used.

### Voluntary contributions

2. Voluntary contributions may be requested for activities that are part of the normal school day or part of the National Curriculum, but charges cannot be imposed. Examples of circumstances for which voluntary contributions might be requested include transport to swimming sessions, transport on trips and admission charges.

3. The school wishes to offer a wide range of activities to broaden children's experiences, but the school cannot afford to cover all the additional costs without help from parents.

4. Contributions are voluntary and no child will be excluded from the activity if a contribution is not made. However, if the school receives insufficient voluntary contributions, the activity may be cancelled.

5. The amount requested as a voluntary contribution must not exceed the actual cost of the activity per pupil.

6. The school will tell parents at the outset if the activity cannot be funded without voluntary contributions and will give as much notice as possible of any activities requiring voluntary contributions.

### Charges

#### *Charges for optional extras*

7. The school is allowed to charge for optional extras, such as any materials, books, instruments or equipment if parents wish their child to own them. This means that charges can be made for such items as:

- materials used in technology if the child is expecting to bring the finished product home
- cookery ingredients if the child will bring the result home.

8. The school may also charge for:

- trips which are not part of the school curriculum and outside the school day, e.g. some theatre trips, sporting activities, visits to music concerts, etc.
- after-school clubs.

9. The school may charge for music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or for groups of up to four pupils.

The charge must not exceed the actual cost of providing the optional extra, and the agreement of parents must be obtained before the optional extra is provided.

#### *Charges for damage or loss*

The governors reserve the right to charge parents for the cost of replacing any item, such as broken windows, defaced, damaged or lost text books, the replacement of reading or homework diaries or any item damaged as a result of unsatisfactory pupil behaviour.

## **Residential visits**

10. The school believes that every child should experience a residential visit during their time at school. This will be built into the school curriculum, usually in Year 5 or Year 6. Residential visits may involve both a voluntary contribution and a charge.

11. The school will usually request a voluntary contribution for transport but cannot impose a charge for this.

12. The school may charge for board and lodging but the charge must not exceed the actual cost.

## **Financial support**

13. Parents who provide evidence that they are in receipt of the following benefits will neither be asked for voluntary contributions nor required to pay any charges, except for damage or loss:

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income, as assessed by HMRC, does not exceed a minimum figure stipulated by HMRC
- Guaranteed State Pension Credit.