

**CHARGING POLICY**

**1. Aims**

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

**2. Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

**3. Nursery Charges**

3 year old children who attend nursery are entitled to 15 hours per week funding. 2 year old children are entitled to funding if their parents are in receipt of specific benefits. For those 2 year old children who don't receive funding and 3 year olds who attend hours beyond the 15 hour entitlement an session rate will be charged and parents/carers invoiced monthly. A 10 day period is given to settle the invoice, after this a reminder will be sent and a 10% charge added to the original charge.

**4. Charges for pupil activities**

No charges will be made for any education whether inside or outside of the school if that education is part of the National Curriculum or Religious Education.

The school may charge for out-of-school activities which provide optional extra-curricular activities. This charge may be for taking part in activities (such as externally provided football clubs) or for being entertained (such as at concerts or plays). The focus of school activities will be on those that directly benefit school pupils, parents or staff, but some activities may be able to generate additional revenue for the school, e.g PTA events, tickets for performances. Where the activity involves an additional cost for materials, equipment or ingredients then the parents will be told in advance and invited to make a contribution.

**5. Remissions**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits, where charges can legally be made, will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Criteria for qualification for remission are given below.

Parents in receipt of:

- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration & Asylum Act 1999
- Families qualifying for Free School meals

*NB As benefits are constantly changing, this list may need to be updated during the life of this policy.*

Parents who feel they have other special circumstances requiring assistance with payment will be offered an appointment to discuss these with the Head teacher. The final decision with regard to assistance payments lies with the Head teacher.

#### **6. Visits – non-residential**

Parents or carers will be asked for a voluntary contribution necessary to fund the visit. However, attendance will not depend on payment. Pupil Premium children can be subsidised for some visits. If insufficient funds are collected, the school reserves the right to cancel the visit and parents are advised of this on the permission form.

#### **7. Visits – residential**

Parents or carers will be asked to pay full costs for such visits, except those parents in receipt of pupil premium. Pupil Premium children are subsidised. Deposits are non-refundable.

#### **8. Special events in school hours/voluntary contributions**

Occasionally, parents may be asked for voluntary contributions to help fund special events, but attendance at the event will not depend on payment and no child will be excluded from an activity if their parents are unwilling or unable to pay. However, if insufficient contributions are received, events and activities may be cancelled.

#### **9. Instrument tuition in school**

Parents or carers are required to pay for the costs of instrument tuition. Parents or carers are required to pay for examination fees. Children in receipt of Pupil Premium may be eligible to receive subsidised lessons.

#### **10. Photocopying**

The school may charge an appropriate sum for any use of the photocopier which is outside normal school usage.

#### **11. Damage/Loss to property**

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

#### **12. Charges for community use of the school site**

##### **General**

All requests to use the school site should be addressed to the Headteacher of the school who will be responsible for accepting or refusing that booking, but will consult with the Chair of Governors for any request which is for a regular use of the site over more than four weeks.

The site may only be used for educational, social and cultural purposes.

The school and the Local Authority will not be liable for any loss or damage to the hirer or their property or any person or persons admitted to the premises by the hirer.

The Local Authority requires the hirer to make good any damage caused during the period of the letting. No smoking is allowed on the site.

It is recommended that hirers should have Public Liability Insurance, and this is a condition of booking for any hirer who charges participants for the activity.

### **13. Fees**

The Headteacher and Chair of Governors will decide on the fee to be charged for each event or series of events.

Generally, events which involve the school's pupils will be either free or at low rates to encourage such events to take place.

Events which involve local organisations will be charged at a minimal rate, but one which ensures that the school is reimbursed for any extra expenditure, such as heating and cleaning.

Events run by outside organisations for profit, will be charged at such a rate that the school gains financially at the discretion of the Headteacher.

All organisations must complete the relevant agreement forms before consent is given.

### **14. Breakfast and After Schools Clubs**

Parents or carers will be invoiced for sessions taken at the advertised costs. Pupil Premium children are entitled to 2 free after school club sessions per week.

### **15. Monitoring arrangements**

The Head Teacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Head Teacher every 2 years.

At every review, the policy will be approved by the Governing Board/Head Teacher.

Approved by:	Board of Governors	Date: 29 June 2022
Last reviewed on:	28 June 2022	
Next review due by:	28 June 2024	