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**Charging Policy**

Written Sept 2024

Review Sept 2025

Signed – Mrs Kat Allen

(Headteacher)

Signed – Mr Frank Walsh

(Chair of Governors)

**1. Introduction**

**1.1** This policy document is a statement of aims, principles and strategies in

respect of charging for school activities. It is in accordance with Government Legislation and the School’s Equal Opportunities Policy.

**1.2** All education during school hours is free. We do not charge for any

activity undertaken as part of the National Curriculum.

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# 2. Roles and responsibilities

**2.1 The Governing Body**

The Governing Body has overall responsibility for approving the Charging Policy, but can delegate this to a committee, an individual Governor or the Headteacher. The Governing Body also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to The Governing Body Resources Committee.

**2.2 The Headteacher**

The Headteacher is responsible for ensuring staff are familiar with the Charging policy, and that it is being applied consistently.

**2.3 Staff**

Our staff are responsible for:

* Implementing the charging and remissions policy consistently
* Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

**2.4**   **Parents**

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the Charging policy.

**3. Voluntary contributions**

**3.1** 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.

**3.2** 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.

**3.3** 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;

• sporting activities which require transport expenses;

• outdoor adventure activities;

• visits to the cinema/theatre; musical events.

# 4. Where charges cannot be made

Below we set out **what the school cannot charge for**:

**4.1 Education**

* Admission applications
* Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
* Education provided outside school hours if it is part of:
* The national curriculum
* A syllabus for a prescribed public examination that the pupil is being prepared for at the school
* Religious education
* Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil’s parent
* Entry for a prescribed public examination if the pupil has been prepared for it at the school
* Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

**4.2**   **Transport**

* 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 board or local authority has arranged for pupils to be educated
* Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

**5. Residential visits**

**5.1** If the school organises a residential visit in school time or mainly school

time, which is to provide education directly related to the National Curriculum,

we do make a charge. However, parents will be given at least six months notice and will be provided with the facility to make weekly contributions towards the

costs. In the event of hardship the PTA will be approached to make a

contribution on behalf of an individual child or Pupil Premium will be utilised.

**6. Swimming**

**6.1** Swimming is free to all children and there are no transport charges incurred.

**7. Coaching**

**7.1** We do not normally charge for Out of Hours coaching unless the circumstances are exceptional and a nominal charge may be made.

**8. Club Activities**

**8.1** Extra-curricular clubs operate at various periods during the academic year. There may be a small charge for some of these activities, when there is a need to purchase items for the club, for example ingredients for cookery.

**9. External Service Charges**

**9.1** External services charges will be calculated on an individual basis.

**10. Hire of the School Hall**

**10.1** If parents wish to hire the school hall of a weekend then the cost incurred will be £100 payable in advance, for 4 hours which includes 30 minutes prior and post event to set up and clear away.

**11. 30 Hour Offer**

**11.1** If a parent wants their child/ren to attend Afternoon Nursery, providing there is space for the child/ren then the school will offer the place at £10.00 per afternoon to rise to £15.00 from September 2024 The place must be booked on ParentPay and paid in advance of the sessions to be attended. The school maintain the right to withdraw the place if payment is not made in a timely manner. Places are at the discretion of the school.

From September 2024, the school will charge £3.00 per day to all 30 hour Nursery children to cover the cost of increased staffing over the lunch period. Again, this must be paid in advance via ParentPay.

For regular activities, the charges for each activity will be determined by the Governing Body and reviewed in the Autumn Term each year. Parents will be informed of the charges for the coming year in the Autumn Term each year.