



# Charging Policy

## **Current status:**

Date approved: 12 March 2015

Review due: March 2016

## **1. Aims**

The aims of the charging policy are to:

- maintain the right to free school education and
- enable all pupils to take full advantage of the activities provided by the school

## **2. Objectives**

The objectives of the charging policy are to:

- ensure that activities offered in school time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost
- 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 and
- ensure that the responsibilities for the charging policy are clearly and appropriately allocated to ensure that the operation of the policy charging and remissions policy is systematically reviewed and the findings acted upon.

## **3. The school's charging policy is as follows:**

### **(a) For activities during school hours**

- to levy a charge for swimming activities to cover the cost of pool hire and swimming coaching provided by qualified staff
- to levy a charge for the provision of music tuition to pupils, either individually or in groups of four or less except where it is provided to fulfill any requirements specified in the syllabus; or specifically to fulfill statutory duties relating to the National Curriculum

1 □ to levy a charge for the board and lodging element of a residential activity. There may also be an additional charge for activities during residential trips which are in addition to the national curriculum requirements.

- Governors will remit such charges to parents in receipt of income support family credit, an income based job seekers allowance or disability working allowance in respect of any period wholly or partly comprised in the time spent on the trip where the education provided on the trip is education in respect of which no charge may be made.
- The school will also seek to ensure that additional costs are kept to a minimum and follow a 'value for money principle'

**(b) For activities outside school hours**

To levy a charge for all activities provided outside school, except no charge will be made if the activity is an essential part of the statutory curriculum and provision cannot be made during school hours.

(Note: Education outside school hours other than education which is an essential part of the curriculum is defined in the Education Act as an 'optional extra' and participation will be on the basis of parental choice and a willingness to meet such charges as are made, and the agreement of the parents is therefore an essential prerequisite for the provision of optional extras for which charges are made)

**(c) For all activities**

To request voluntary contributions from all parents for school activities in or out of school time which can only be provided if there is sufficient voluntary funding.

**4. Remission**

It is the policy of the governing body to:

- remit charges for board and lodging to parents in receipt of income support and family credit
- delegate to the Chair and the Executive Headteacher the determination of any individual case arising from the implementation of the policy.

**5. Monitor, review and effectiveness of the policy**

The Executive Headteacher has responsibility for the day to day operation of this policy and reports to the Finance and Personnel Committee. The Finance and Personnel Committee will review and evaluate the effectiveness of the policy on an annual basis and report to the full Governing Body.

***History:***

Policy adopted: 14 March 2013

Policy reviewed: 3 April 2014, 12 March 2015 (no amendments)