



## **Charging Policy**

Policy written – March 2019

To be reviewed – March 2020

## **Charging Policy**

### **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and those items where there may be a charge.

### **School Trips**

#### **Day Trips**

No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

#### **Residential trips – Essential**

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

#### **Residential trips – Non-essential**

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a. If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

### **Materials & Textbooks**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and may levy a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

### **Music Tuition**

The school levies charges in respect of individual music tuition, and group music tuition if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

### **Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. For all other activities outside school hours, a charge up to the cost of the activity may be levied.

### **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

### **Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have contributed in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined by the Governors in consultation with DCC guidance for each activity.

### **Dinner Money**

Governors reserve the right to use the small claims court to recover unpaid dinner money.

### **Other charges**

The Head Teacher, Resources for Learning Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

**Photocopying** Staff, volunteers etc. who undertake photocopying, not related to their work duties, will be charged the current 'cost' rate of the photocopies (including the cost of paper) – the School Administrator will inform those who need to photocopy the current rate.

**Private telephone calls** Visitors who need to make a phone call will be charged 50p per call.

### **Support Available**

When we inform parents about a forthcoming residential visit, we will make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.