

# **TWEEDDALE PRIMARY SCHOOL**

## **POLICY FOR**

### **CHARGING**

## **Review of the Policy**

This policy was agreed by the Governing Body on:

15<sup>th</sup> June 2017

The policy will be reviewed by the Headteacher annually and by the Governing Body in Summer 2020 or earlier if required. The implementation of the policy is the responsibility of all staff and will be monitored by the Headteacher and Senior Management Team.

Signed: \_\_\_\_\_  
Chair of Governors

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Headteacher

Date: \_\_\_\_\_

## **CHARGING POLICY**

This policy has been drawn up to conform with the charging arrangements set out in the Education Act 1996.

The Governing Body recognises that the Act prohibits charges for school activities that take place within school hours and/or are part of the school curriculum. This policy reinforces that principle, whilst setting out those school activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

### **Educational Activities taking place during School Hours**

'School Hours' are defined as those during which the school is in session, but excluding the midday break.

Education provided during school hours will be free of charge.

No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the national curriculum.

Voluntary contributions may be requested to enable the school to run extra activities (including trips and visits) which are deemed educationally desirable. The school will make it clear in its communications to parents that these contributions are voluntary, and that no pupil will be treated differently according to whether or not his or her parent/carer has contributed. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

Where an organisation separate from the school arranges an activity to take place during school hours and parents/carers give their consent to their son or daughter taking part in the activity, such an organisation may make a charge.

### **Educational Activities taking place outside School Hours**

For all activities outside school hours the charge will be set to cover the cost of such items as:

- Transport/travel costs
- Board and lodging
- Entrance fees
- Insurance costs
- Any materials required for the activity
- Incidental expenses
- Costs incurred as a result of teaching and non-teaching staff supervising the activity
- Incremental premises costs

The charge may not subsidise any other pupil participating. Any remission of charges for individual students will only apply to those in receipt of Pupil Premium and will be met from the Pupil Premium funding. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

## **School Meals and Milk**

Other than Free School Meals and Universal Free School Meals, charges are made for school meals and milk and are paid to the School via ParentPay. If a pupil is entitled to free school meals, it is the policy of the school to ensure that parents and carers are given advice on how to apply for free meals.

## **Uniform**

A variety of items, including sweatshirts, fleeces, t-shirts, caps and book bags, bearing the school logo, are available for sale from the school office (see Uniform Policy).

## **Photographs**

Individual and class photographs taken by the school's appointed photographer or by the school are offered for sale from time to time.

## **Loss of or Damage to School Property**

Loss of, damage to or breakage of school property e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by carelessness, negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Similarly a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the school.

## **Other Charges**

The school may levy a charge for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted Report.