

# Woodside C of E Primary School



## **Charging Policy** 2020

Policy Owner: Headteacher

Version no: 6

Date Revised: October 2020

Next Review Date: October 2021

Sign off signatory:

## CHARGING POLICY

The Headteacher and Local Academy Board (LAB) recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Headteacher and LAB aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

### CONTRIBUTIONS

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

**If sufficient contributions are not received the activity may have to be cancelled.**

### CHARGES

The LAB reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (i.e. Residential which include the weekend or part of)
- Wrap around care (Woodpeckers)
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.

- Damage to school books

### **Music Tuition**

Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

### **Ingredients or Materials for Practical Subjects**

Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The LAB may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

### **Lost School Equipment, Books etc**

Parents will be expected to replace or pay for the cost of lost items of School property.

### **Breakages and Damage to School Buildings, Furniture or Property**

Parents will be charged for damage caused as a result of a pupil's behaviour.

### **Residential Activity**

The DfE in its guidance to School Governors states that "For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel. However, charges will be made for board and lodgings in these circumstances. Where children are eligible for FSM the cost may be supported from school funds, by prior agreement with the Headteacher.

### **Photocopying**

Any photocopy that is requested by parents relating to their child, under 'Freedom of Information Act', will be charged at 15p per sheet and 25p for any colour printing.

The LAB may from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time.

Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.