

# Oak Lodge School

## Charging Policy

### School Meals

Paid meals are charged at £2.30 per meal (£2.50 from September 2018).

Members of staff on supervisory duty in the Dining Room are provided with a free meal.

Residential students are entitled to free breakfast, lunch and evening meal as they are boarding.

Day students up to Year 11 are given a free meal only if they can prove entitlement.

### School Trips, Journeys and Out of School Activities

All families of the students at Oak Lodge School are requested to contribute to the full cost of their child taking part in school journeys and trips where the content of the visit is not explicitly part of the school's curriculum.

If donations are received from outside sponsors towards the cost of the trip then these will be taken onto account and divided equally between all students taking part.

Under exceptional circumstances of proven hardship, where a family has made a written request for a special reduction in the cost or have asked for delayed payment, the Headteacher will consider such request on its own merit, in which case the School Fund Account and/or School Budget Share will be authorised to make a contribution on behalf of the student or advance the funds in lieu of the delayed payment.

An End of Journey Statement will be created within four weeks of completing the journey, be signed by an officer and approved by the Governing Body.

### School Uniform and other equipment

The current charges to parents for uniform items are:

Tie: £3.50

Sweatshirt: £12.50

The charges are rounded up in 50 pence steps to allow for carriage costs.

Rounding includes an allowance for replacing uniform items that become unusable.

Any other specialist items of equipment are considered on a case by case basis.

### Hire of school premises

Please refer to Lettings Policy for current charges.

**Reviewed and updated:** Annually

**Approved by Governors:** March 2018

**Next Review Date:** March 2019