



## 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.

The policy has been informed by the LA policy and the DFES guidance.

## **Definition**

The School day is defined at: 8.55 am – 3.30 p.m.

## **Responsibilities**

The Head of School will ensure that staff are familiar with and correctly apply the policy.

## **Policy Statement**

During the School day all activities that are a necessary part of the National Curriculum plus RE will be provided free of charge. This includes any materials, equipment and transport to take pupils between the School and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of the National Curriculum we will make a charge (see below).

Voluntary contributions may be sought for activities during the School day which entail additional costs, e.g. field trips, a visiting drama group or storyteller.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities).

## **Optional activities outside the School day**

We will charge for optional, extra activities provided outside the School day where extra costs are incurred, for example surfing club, sewing club, horse riding club.

## **Residentials**

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits. Other charges will be made to cover costs when the number of School sessions missed by the pupils totals half or more of the number of half days taken up by the activity. In such cases parents will be told how the charges were calculated.

## **Calculating charges**

When charges are made for any activity, whether during or outside the School day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will be subsidised from the School Budget at the Head's discretion.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the School and/or charges to parents.

## **Music Tuition**

In cases of hardship the Governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

**Eligible benefits**

Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999 or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue).

The Governors will review the policy every year.