



**Briary Primary School**

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# **Charging Policy**

**Date Reviewed: October 2014**

**Date Adopted: October 2014**

**Date of Review: Term 6 2017**



## CHARGING POLICY

### **PURPOSE**

The purpose of the policy is to ensure that, during the school day, **all** children have full access to a broad and balanced curriculum; and to give information about charging activities that take place.

The school day is defined as (8.40am-12.15pm, 1.00pm-3.00pm).

### **What was consulted?**

The policy has been informed by *A Guide to the Law for School Governors* (chapter 16).

### **Relationship to other school policies**

The policy complements the school's Equal Opportunities Policy and Teaching and Learning policy.

The following guidelines are for Briary School:

### **During the school day**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials and equipment for the activity. It excludes charges made for teaching individual children or groups of up to four children to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which incur extra costs e.g. swimming and school trips. The contribution will be voluntary, and the children of parents/carers unable or unwilling to contribute will not be discriminated against. Indeed, all letters will contain the phrase 'if this presents a difficulty for you, please contact Mr Cooper, in complete confidence, because we will want to do everything possible to make sure all the children can take part.'

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. Where there are not enough voluntary contributions to make an activity possible and there is no way to make up the short fall, then it will be cancelled.

### **Optional activities outside of the school day**

We may charge for optional, extra activities provided which are not part of the school day, for example after/before school clubs e.g. Wake Up with Sport. Such activities are not a requirement of the National Curriculum or religious education.

Voluntary contributions may also be requested for:

1. Activities that take place during school hours.
2. School equipment - damaged or lost e.g. library books.
3. Friends/100 Club

### **Residential Trips during School Hours**

Charges will be made for board and lodging during residential trips. Children whose parents/carers are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit will be entitled to a remission of these charges. The cost will not exceed the actual cost of the provision.  
(However, as our residential currently takes place out of school hours, this does not apply to us at this stage.)

### **Calculating Charges**

When charges are made for any activity, whether during or outside of 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 can't. Support for cases of hardship will come through the voluntary fund, contributions and fundraising.

Parents/carers who would qualify for support are those who are e.g. Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit. An instalment based/partial contribution will also be presented as options where appropriate.

Payment for all school clubs to be made before or on the day attending . Debt no matter how small will not be tolerated

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

### **Arrangements for monitoring and evaluation**

The Finance Committee or the governing body will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without naming) and the source of those subsidies.

Review and adopted Date : October 2014

Signature:

Date: 16 October 2014