

## **CHARGING POLICY**

**This policy should be read and understood with reference to the following documents:**

- The Education Act 1966 (Sections 449 – 462)
- The Education and Inspections Act 2006 (Section 56)
- Charging for School Activities (DfE October 2014)– Appendix A
- Revised School Admissions Code 2012 (paragraph 1.9(n))
- Governors’ Handbook (January 2017) Section 6.6.5
- The Equality Act 2010
- The Lettings Policy

### **1. PRINCIPLES**

- We want all our pupils to have an equality of opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family’s financial means. This policy sets out our school approach to charging and remissions and is informed by guidance from the Department of Education (Appendix A). In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.
- Parents/carers on low incomes and in receipt of certain benefits<sup>1</sup> will be informed of the support that is available to them when being asked for contributions towards the cost of school visits.
- This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

### **2. MAIN POINTS:**

- The governing body of Christ Church CE VC Primary school are bound by the regulations (as outlined in Appendix A of this policy: ‘Charging for School Activities’ (DfE October 2014). Clarification can be sought from the Head Teacher if anything in this document is unclear.
- School governing bodies and local authorities, subject to limited exceptions as outlined in Appendix A (see section on ‘Optional Extras’) and section 3 below, cannot charge for education provided during school hours, including the supply of any materials books, instruments or other equipment.

### **3. OPTIONAL EXTRAS AND CHARGES AT SCHOOL’S DISCRETION**

- The school may charge for some activities that are known as ‘optional extras’ as outlined in Appendix A, together with information on how these costs are calculated.
- Participation in any optional extra activity will be on the basis of parental choice and willingness to meet the charges. Therefore parental agreement is a necessary pre-requisite where charges are to be made.
- A charge may be made to cover the cost of ingredients or materials where parents/carers have confirmed in advance that they wish to own the finished product.

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<sup>1</sup> As listed on page 9 of Appendix A: Charging for school activities (DfE 2014)

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- Whilst we normally charge for instrumental and vocal tuition within school hours, there are certain circumstances where assistance is available in order to ensure that specialist music tuition is accessible and affordable for all children. If you wish to discuss this further, please contact the Head Teacher.
- We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Head Teacher.
- We may seek to recover some or all of the costs incurred due to wilful damage or breakage or property belonging to a third party where the school has been charged. This will be determined by the Head Teacher.

#### **4. VOLUNTARY CONTRIBUTIONS**

- We may, in certain circumstances, invite parents to make a voluntary contribution towards activities that are exempt from charging.
- Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.
- If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to the parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

#### **5. LETTINGS**

- Charges for letting the school premises are outlined in the school's Lettings Policies and are in line with LA guidelines.

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