



## ***‘Charging Policy’***



Updated	Sep 2019
Reviewed	Sep 2021

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## **GENERAL STATEMENT OF POLICY / AIM / PURPOSE**

This policy provides guidance relating to the charges to children for items that are purchased by the school on their behalf, or other items for which a charge could reasonably be expected.

## **DUTIES / ORGANISATION**

During their time at school, children will encounter numerous curriculum enrichment opportunities some of which attract charges. The school aims to include all children in these opportunities

## **SPECIFIC DETAILS / GUIDANCE / LEGISLATION COVERED IN POLICY**

### **1. Trips/Visits**

Trips should not generate a profit for the school. The cost of each trip is divided by the expected number of children. If this is a visit to support the curriculum, then a voluntary contribution is requested, a ceiling limit for which will be communicated to parents and reviewed. For other trips or events, if insufficient numbers pay, the trip or event may be cancelled and the monies refunded. Any surplus remaining after a trip will be donated to School Fund.

### **2. Residential**

Where residential trips involve a non-refundable deposit, parents will be advised of this and can take out their own cancellation insurance if desired. The school cannot bear the cost of refunding deposits to parents who cancel their child's place on a residential trip. The costs of a residential trip are calculated in the same way as for ordinary school trips and a timetable of payment will be circulated to all parents.

### **3. Extended Services**

After-school clubs (Extended Services) are out-sourced to CSD activity camps.

### **4. Music Tuition**

Where the school is charged by the NMPAT or other private provider, these lessons are recharged to parents at cost price and are payable in advance. In most cases, private providers will communicate directly with parents regarding payment.

### **5. Swimming**

Swimming lessons for which the school receives no external funding are recharged to parents at cost. This may also include the cost of transport.

### **6. Snacks**

In Willow Class these are recharged to parents at a minimal amount to cover costs; with any surplus donated to the EYFS School Fund.

### **7. School Equipment and Reading Books**

If wilfully damaged, these can be charged at replacement cost. All other expenses incurred will be recharged at cost, at the discretion of the Head Teacher.

### **8. Swimming Hats, Book Bags etc.**

All items are recharged at cost, and will include VAT and delivery, if applicable.

### **9. Pupil Premium**

The school receives an additional £1,320 for children whose parents are in receipt of Free School Meals or £300 if they are members of the Armed Forces. This funding is known as Pupil Premium and is also payable for children who are 'looked after', adopted from care, or who are subject to special guardianship, residence or child arrangement orders. (The amount of Pupil Premium received for these children is £1,900). This money is to be used to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

This funding can be used to support those children in a variety of ways and will be used to enable eligible children to access curriculum opportunities to enhance their learning e.g. extra-curricular opportunities, school trips, breakfast clubs, and additional support.

It will also be used, where necessary, to ensure eligible children have the appropriate equipment and uniform so they feel part of the school establishment.

### **MONITORING OF POLICY**

This policy will be monitored through regular meetings of the Resources Committee and Full Governing Body.

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