

KINGSLEY PRIMARY SCHOOL CHARGING POLICY

Introduction

1. This charging policy has been compiled in line with DfES requirements and in accordance with s457 of the Education Act 1996.

School Trips

2. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum, although a voluntary contribution may be requested. (See paragraph 11)

3. **Residential Trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging. (See paragraph 14)

4. **Residential Trips – Non- essential.** For residential trips that are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied up to the full cost of the trip.

Materials and Books

5. Where a pupil or parent wished to retain items produced as a result of practical lessons, a charge may be levied for the cost of the materials used. In the case of cookery, parents will be asked to make contributions towards the cost of ingredients. Textbooks are provided free of charge, but on occasion additional resources or revision guides for use at home are available, for which a charge is made.

Music Tuition

6. The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Activities Outside School Hours

7. No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

8. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to property

9. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

10. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower costs as the Headteacher may decide.

Voluntary Contributions

11. Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

Lettings

12. The policy and practice for lettings of the school premises, outside of core hours, falls under the remit of AMEY as a result of the PFI contract.

Other Charges

13. The Headteacher, Finance & Personnel Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Remissions Policy – The use of Pupil Premium Funding

14. If the parent/guardian of a pupil is in receipt of some form of income support, including eligibility for FSM, charges in respect of school residential and other chargeable activities will be looked at by the Head teacher and Governors on an individual basis.

15. The Headteacher, Finance & Personnel Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

16. The Headteacher, Finance & Personnel Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Approved by the Finance Committee 11th Oct 2016

Ratified by the Governing Body 11th Oct 2016

Next review date October 2021

Chair of Governors.....

Date.....