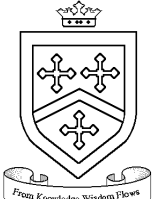


Great and Little Shelford CE (A) Primary School

Policy Statement – Charging Policy

	<p>At Shelford School we work together to safeguard our pupils and to enable them to attain the highest standards of academic achievement. We encourage them to be confident and successful within an orderly, secure and Christian environment and to make a positive contribution to the lives of others.</p>
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Policy name:	Charging Policy
Review date:	23rd April 2013
Presented by:	Alison Evans (Headteacher)
Review meeting:	Governors Finance and premises Committee
Review due:	April 2016
Signature and date: (Governor)	
Signature and date: (Headteacher)	

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The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional activities.

The purpose of this policy is to make clear the circumstances in which the school will charge for activities.

1. Activities during school hours

- 1.1 No charge will be made for any activity required to fulfil a statutory duty relating to the National Curriculum, except for:
 - a) the board and lodging element of residential trips
 - b) musical instrument tuition
 - c) There is no charge for class music tuition as part of the National Curriculum but parents will be asked to provide their child with a recorder and book in Year 3.
- 1.2 Parents will not be required to supply any books, materials or other equipment for use in school hours. Pupils may bring items such as writing implements or calculators but they do so at their own risk.

2. Education outside school hours

- 2.1 The school may charge for activities which take place outside, or mainly outside, school hours, except for those activities which are required to fulfil a statutory duty relating to the National Curriculum.
- 2.2 If the activity is held outside school hours and is education other than non-chargeable education, it is regarded as an “optional extra”. A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodging, additional staff costs, entrance fees, insurance, materials and equipment
- 2.2 Any charge made to individual parents will not include any cost added to subsidise parents of children unwilling or unable to pay the charge.

3. Breakages and Damages

The Governors will require parents to pay for the cost of damage caused by the pupil's behaviour (e.g. breakage of a window, damage to furniture.) This also applies to lost, damaged or defaced text books.

4. Voluntary contributions

- 4.1 The school may request voluntary contributions from parents or carers for any activity for which a charge may not legally be made. Any such request will make it clear that contributions are voluntary, but may state that, if contributions received are insufficient, the activity may be cancelled.

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4.2 Voluntary contributions may be requested to cover:

- a) the costs directly incurred by the school in connection with the activity
- b) The costs incurred by the school in administering arrangements for the activity and facilitating the activity taking place
- c) The costs incurred in connection with the activity by teachers or other responsible adults who supervise the activity
- d) The costs of consumable items used in connection with any activity where the pupil will own the finished product.

Remission of charges

- a) Where non-chargeable education is provided during a residential visit, then the parents of a pupil who is eligible for free school meals in accordance with the current legislation at the time, shall receive a complete remission of any charges that would otherwise be payable in respect of board and lodging.
- b) Any request by a parent for waiver or remission of charges or voluntary contribution should be made in writing, with supporting evidence of receipt of income support, income based job-seekers allowance, support under the Immigration and Asylum Act or similar benefits to the Headteacher who will refer it to the Governors. Any request will be treated in confidence.