



Guiding us  
step by step  
into the future

## *Charging Policy*

Member(s) of staff responsible	Headteacher
Governor responsible	Chair of Business committee
Sub-Committee responsible	Business Committee
Date agreed with staff	N/A
Date discussed with pupils	N/A
Date agreed at Sub-Committee	04/02/2013
Date approved at Governing Body	July 2017
Frequency of policy review	4 years
Date next review due	July 2021

### Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	Jan 2003	Original Issue
2.0	Nov 2011	Reviewed, updated to be inline with current best practices
2.1	Feb 2013	Reviewed, no changes
2.2	June 2015	Reviewed, no changes
2.3	July 2017	Reviewed, minor change in frequency

The School wishes to provide the best possible education opportunities available for all pupils within the funds allocated by the Local Authority. The law states very clearly the education during normal school hours is to be free of any compulsory charge to parents. The School warmly endorses this principle and is committed to uphold the legal requirements.

It is recognised however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of the circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of Warden Hill Primary School has decided that until further notice its policy will be as follows :-

## **DAY VISITS**

For visits occurring during school time the School will invite a voluntary contribution from parents to meet the costs. For visits outside school time parents will be charged for allowable costs. \*Charges may be waived or reduced for children whose parents make application to the Head.

## **RESIDENTIAL VISITS DURING SCHOOL TIME**

The School invites contributions from parents to meet costs other than children's board and lodgings. Parents will be charged for the full cost of board and lodgings. No charge for board and lodgings will be made for children whose parents are receiving Income Support or Family Credit. Charges may be waived or reduced for other children whose parents make application to the Head.

## **RESIDENTIAL VISITS OUTSIDE SCHOOL TIME**

Parents will be charged for the full cost of the visit, including all allowable costs\* and board and lodging. Charges may be waived or reduced for children whose parents make application to the Head.

\*Allowable costs include :-

- Travel and subsistence costs;
- Materials, books, instruments and other equipment;
- Non-teaching staff;
- Costs of teaching staff separately engaged under a contract for services for the visit or activity;
- Entrance fees to museums, castles etc.;
- Insurance costs.

## **INSTRUMENTAL MUSIC ON A GROUP BASIS**

Parents will be charged for musical tuition and instrument hire at the current rate applicable. For families in receipt of Income Support or Family Credit they may apply for a Bursary from the County Council.

## **CLASSROOM MATERIALS**

No charge will be made for materials or equipment. However, for certain practical activities (Technology, Cookery, Needlework etc) parents may be invited to provide materials or ingredients on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

The Governors of the School are required to keep this policy under review. The review will take place annually at the Governors' Autumn Term meeting.