

**CHARGING POLICY**  
(version 12.0)

**Name of the School:** **Weston Favell CE Primary School**

**Committee/Person(s) Responsible** **BF&A Committee**

**Review Date:** **November 2020**

**Review Term:** **3 Years**

Policy written by F & P Committee and adopted at full Governing Body meeting  
November 2004

Document Reviews

<b>Version</b>	<b>F &amp; P</b>	<b>Adopted Full Govs</b>	<b>Comments</b>	<b>Initial</b>
1.0	Nov 2004	Nov 2004		JT
2.0	Oct 2005	Dec 2005		JT
3.0	May 2006	July 2006		JT
4.0	May 2007	July 2007		JT
5.0	May 2008	July 2008	Slight amendment to Appendix 1 – eligibility criteria	JT
6.0	May 2009	July 2009	slight amendment to 'Notes on Charging' (no increase in charges)	JT
7.0	June 2010	July 2010	Slight amendment to 'Notes on Charging' and deletion of Appendix 1 – eligibility criteria. (scale of charges agreed – no increase in charges)	JT
8.0	13/06/11	14/07/11	No change in policy or hiring charges	JT
9.0	18/06/12	12/07/12	No change in policy or hiring charges	JT
10.0	11/07/13	11/07/13	No change in policy or hiring charges	JT
11.0	12/11/2014	27/11/14	No change in policy or hiring charges	TC
	BA&F			
11.1	22/11/2017	12/17	No change in policy or hiring charges	TC

## CHARGING POLICY

The Education Act 1996 establishes the principle that there should be no requirement to charge for any form of education or related activity which takes place in school time. The only exception is individual musical tuition which is not part of the syllabus for a public examination or part of the National Curriculum.

In order to comply with the requirements of the Act the following policy will apply to charging for school activities.

### 1. EDUCATION DURING SCHOOL HOURS

#### i) **Activities which take place within school hours, away from the school premises and which are deemed to be a necessary part of the curriculum**

Parents will be asked to make a voluntary contribution to cover the costs (over and above staffing) for their child/children. That is travel, admission charges etc.

Contributions will usually be invited through individual letters to parents as each planned activity or visit arises. The letters will state the relationship, if any, of a trip to the school syllabuses and the National Curriculum. Parents not wishing or unable to make a voluntary contribution in whole or part, but wishing the child to be included in the activity should inform the Headteacher to this effect.

#### ii) **Activities taking place within school hours and on the school premises**

Parents may be asked to provide or contribute on a voluntary basis towards the cost of ingredients, materials or equipment for practical subjects such as, for example, cookery.

#### iii) **Activities taking place within school hours, either on, or off the premises, but not deemed to be a necessary part of the curriculum.**

Parents wishing their child/children to participate in such activities will be required to pay the full cost, and as such are asked to pay for all music tuition provided by the Northamptonshire Music Service.

### 2. RESIDENTIAL ACTIVITIES

If pupils take part in a residential experience, then a charge will be made for board and lodging, and voluntary contributions requested in respect of travel and other occasional costs.

### 3. ACTIVITIES OUTSIDE SCHOOL HOURS

Activities provided for registered pupils outside school hours are optional extras. A charge may be made for such extras and parents will be notified as to the charge being proposed before the activity takes place.

### 4. **DAMAGE, BREAKAGES ETC** A compulsory charge may be made by the school for replacement or repair of fittings, defaced or damaged textbooks or equipment, or other damage occurring as a result of pupils bad behaviour. Schools and Local Education Authorities are empowered to recover this loss as civil debt.

## **NOTES ON THE CHARGING POLICY**

1. The co-operation of all parents is requested in making voluntary contributions when requested. If insufficient contributions are forthcoming then it may be necessary to cancel the activity. When any activity for which voluntary contributions have been requested takes place then no child will be excluded because a voluntary contribution has not been made.
2. For residential visits of children who are eligible for Pupil Premium, parents will be eligible to have their child's contribution supplemented by the school's Governing Body in respect of all the above other than as detailed in paragraph 4: Damage/breakages, etc.

The above policy statement on charging is included on the website produced for parents and will be given to parents of new and prospective pupils in the same way as for other matters of routine.