



CHARGING POLICY

POLICY AGREED: SPRING TERM 2023 BY FULL GOVERNING BOARD

POLICY TO BE REVIEWED: SPRING TERM 2026

Introduction

All education during school hours is free, we do not charge for any activity undertaken as part of the National Curriculum.

Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost, all contributions are voluntary. If we do not receive enough voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to or by a theatre company
- Educational visits
- Musical events

Residential Visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. Parents who receive the following benefits are exempt from payment:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part vi of the Immigration & Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received & the family's income does not exceed £15,575;
- The guarantee element of State Pension Credit;
- An income related employment & support allowance that was introduced on 27/10/2008

Staff Charges

We will charge staff for personal phone calls (at a rate of 10p for standard calls and as per itemised bill for long-distance or mobile phone calls).

Staff will be charged for personal photocopying (at 5p per black and white copy and 10p per colour copy).