

Charging Policy

This Charging Policy informs staff and parents about charging for school activities. It conforms to the requirement of the guidance detailed in 'A Guide to the Law for School Governors-Community Schools' chapter 23, January 2010

In accordance with these guidelines **Monks Orchard School**:

- will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at the school, except where parents have indicated in advance their wish to purchase the product;
- will not levy compulsory charges for any activity which takes place in school time apart from instrumental tuition for individual pupils or pupils in groups of up to four - parents are requested to cover the full cost of the lessons; and
- will not charge for swimming lessons, or transport to the pool, when they take place during school hours.

Voluntary Charges

- The School may charge for school-time activities by inviting parents and others to make voluntary contributions to enable school funds to go further. All requests to parents for voluntary contributions will make it quite clear that the contributions are voluntary. Children of parents who do not contribute will not be treated differently from those who do make contributions.
- The School may permit organisations to charge parents when such an organisation is acting independently of the School or the LEA, to arrange an activity to take place during school hours and parents want their children to join the activity.

Residential Trips

If a residential activity takes place largely outside school hours a charge will be made for the activity if it is not part of the national curriculum or part of religious education. A charge will also be made for board and lodging.

If a residential activity takes place largely during school time, is to do with the national curriculum or religious education, no charge may be made for the education or cost of travel. However, charges can be made for board and lodging in these circumstances except for pupils whose parents are receiving:

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,040
- Guaranteed State Pension Credit.

Revised :	June 2011
Date of next review:	June 2012

Charges may be waived or reduced for children whose parents make an application to the Headteacher.

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Optional Extras are activities which happen outside school hours when these activities are not a necessary part of the National Curriculum.

- Where an optional extra is provided, a charge can be made for providing materials, books, instruments, or equipment.
- When charges are made for any optional activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. The cost will not exceed the actual cost of provision..

General

- The school will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- The principles of best value will be applied when planning activities that costs to the school and/or charges to parents.
- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
- The Governors will review the lettings charges levied by the school on an annual basis.
- The Governors will review this policy on an annual basis and amend if appropriate.

Reviewed: June 2011

Ratified by Governing Body:

Date for next review: June 2012

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