

St. John's C.E. Primary School



Policy: Charging Policy

Reviewed: June 2017

Future Review: June 2018

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in 'A Guide to the Law for School Governors' – Chapter 23, September 2008.

In accordance with these guidelines St. John's C.E. Primary School:

- Acknowledges that **No** charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and does not include the break in the middle of the day. School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- May charge for board and lodgings on residential courses. The Headteacher will inform parents of the right to claim free activities if they are in receipt of one of the following benefits.
 1. Income Support
 2. Income-based Jobseekers Allowance
 3. Support under Part VI of the Immigration and Asylum Act 1999
 4. Child Tax Credit (providing that they are not entitled to Working Tax Credits and have an annual income, assessed by HM Revenue & Customs that does not exceed £16190 for the year 2014/2015)
 5. Guarantee element of State Pension Credit
- May permit organisations to charge parents when such an organisation is acting independently of the School or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity.
- May charge for activities (optional extras), which happen outside school hours when these activities are not necessary part of the National Curriculum.
- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
- Any debts incurred by the school will be written-off in accordance with the regulations detailed in the LA's Schools' Finance Manual.
- The school does not have any lettings.
- The Governors will review this policy on an annual basis.