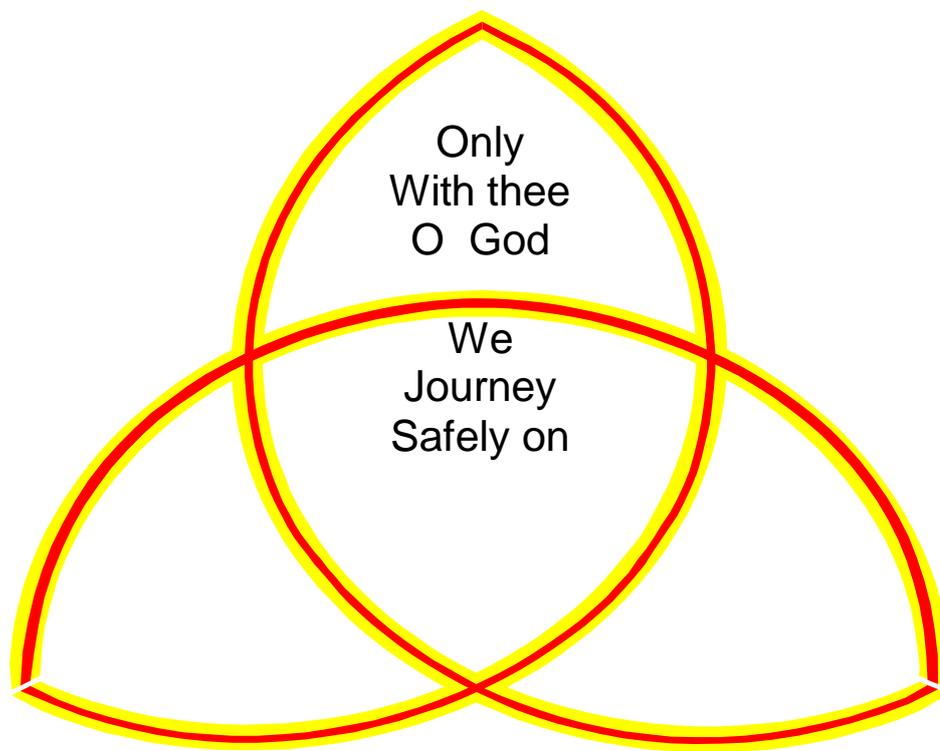


Holy Trinity CE Junior School



Policy for: Charging Policy
Written by: Finance and Premises Committee
Date reviewed: March 2017
Review Date: Spring 2019

Policy

Holy Trinity C.E. Junior School

Charging Policy

The Governing Body recognises that the legislation prohibits charges for school activities that take place within school hours and/or are part of the school curriculum.

This Policy reinforces that principle, setting out those school activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

Where a non-school or LA organisation arranges an activity to take place during school hours and parents/carers give their consent to their son or daughter taking part in the activity, such an organisation may make a charge.

Educational Activities taking place during School Hours 'School Hours' are defined as those during which the school is in session, but excluding the midday break. Education provided during school hours will be free of charge. No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the national curriculum.

The Governing Body may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours, i.e. school visits, swimming lessons, shows and workshops in schools,
- School equipment
- School funds generally
- School Maintenance Account for the maintenance of the building and premises

Parents/carers are invited to make a wholly voluntary financial contribution to the School Maintenance Account. This is subject to Governing Body approval.

The school will make it clear in its communications to parents that these contributions are genuinely voluntary and a parent is under no obligation to pay; and also that no pupil will be treated differently according to whether or not his or her parent/carer has contributed. If insufficient funds are received to make the activity possible, then the whole event may be cancelled.

Residential Trips

Schools are permitted to charge to cover the cost of board and lodging for residential school trips. This cost must not exceed the actual cost of the provision and should not include the cost of supply teachers covering those on the residential trip.

In the case of children whose parents are in receipt of the following support payments, in addition to having a free school lunch entitlement, they will also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose family annual income (as assessed by the Inland Revenue) does not exceed £16,190 (FY 13/14).

- e) you receive the guarantee credit element of Pension Credit

Any shortfall arising from remission of charges for individual students should be met from the Year 6 Trip Account or School Fund unless there is specific grant funding.

Breakfast Club

This Club is run by the school and a charge is made to cover the costs of running the Club. The Club aims for a financial break even situation and the charges set to parents/carers should reflect this. Any deficit on the Club's accounts would be met by the School's main Revenue Account and any surplus will be retained and used by the Club.

School Meals and Milk

Charges are made for school meals and milk unless a pupil is entitled to free school meals in which case parents and carers are given advice on how to apply for free meals. The meals service is currently managed by the school on behalf of Caterlink Ltd and Sutton Catering who set the charges and the milk service is run by an external organisation who set their charges and communicates directly with those parents ordering milk online.

Loss of or Damage to School Property

Loss of, damage to or breakage of school property e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by carelessness, negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Similarly a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the school.

Other Charges

The School may levy a charge for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted Report or information under the Freedom of Information Policy.

Occasionally the school will ask for the cost of materials from parents for cooking, maths homework books, and this charge will not exceed the cost of the provision.

A separate Lettings Policy is in place for charging for lettings.

Remission of Charges

Any charge may be remitted in whole or in part in response to a request by the parent/carer in writing to the Headteacher.

Refund of Credit Balances

Any credit balance on school meals and breakfast club fees can be refunded on request and a refund given to the person who made the payment.

Any balance over £5.00 on a school leaver's account that cannot be transferred to a sibling at the school will be refunded by the Office automatically.

Reviewed by Finance and Premises Committee:
Policy adopted by Full Governing Body:
Next Review Date:

March 2017
Spring 2014
Spring 2019