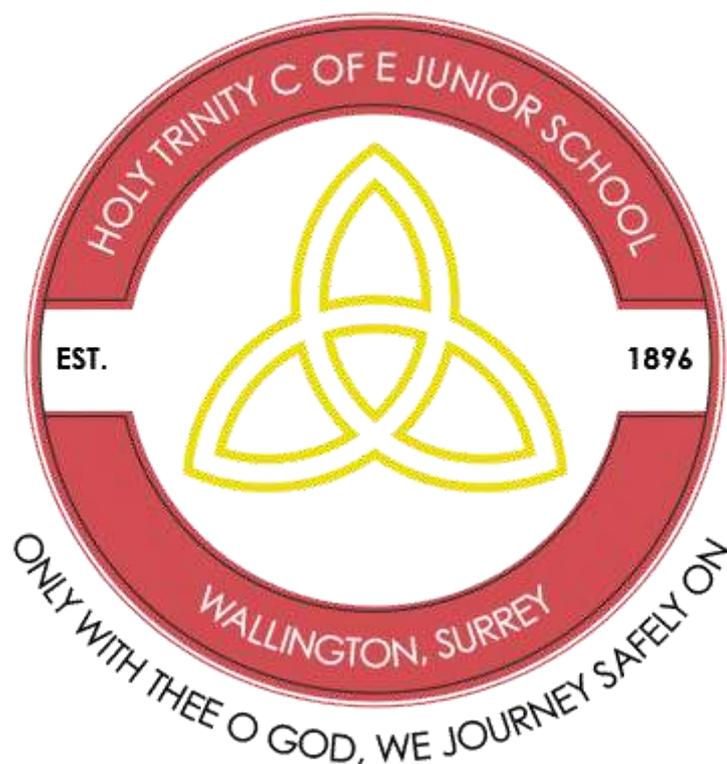


# Holy Trinity CE Junior School



**Policy for:**

**Written by:**

**Date reviewed:**

**Review Date:**

**Charging Policy**

**Finance and Premises  
Committee**

**16<sup>th</sup> March 2021**

**Spring 2023**

<b>Motto</b>	<b>Only with Thee, O God, we journey safely on</b>
<b>Vision</b>	Exemplary education for all, through God's amazing grace.
<b><u>4 year Vision target:</u></b>	By the end of July 2023: <b>attainment and progress will remain above or within the national average; children will retain their knowledge securely; children will confidently articulate Christian values, children will be proactive learners and have aspirations for what they can achieve in life; children recognise how to behave towards one another in everyone's best interests; children will know how to be healthy, safe and enjoy life to the full!</b>
<b><u>Values</u></b>	<b>Learning, Dignity, Integrity, Confidence, Love</b>
<b><u>Values statement</u></b>	<b>Learning together, as we journey with God in Love, we act with Integrity, treat others with Dignity and grow in Confidence.</b>
<b>We Learn:</b>	<b>"Everything was created through Jesus and for him" Colossians 1.16.</b> The sub values are: Curiosity, Wisdom, Teamwork, Hard Work and Failing Well
<b>We Love:</b>	<b>"We love each other because he loved us first" 1 John 4.19.</b> The sub values are: Community, being Non-judgmental, Forgiveness, Compassion and Kindness
<b>We act with Integrity:</b>	<b>"People judge by outward appearance, but the Lord looks at the heart" 1 Samuel 16.7.</b> The sub values are: Faithfulness, Generosity, Honesty, Trustworthiness, Self-Control and Responsibility
<b>Each person has Dignity:</b>	<b>Each person has Dignity: "So God created human beings in his own image." Genesis 1.27.</b> The sub values are: Equality, The Whole Person, Every Person, Tolerance and Advocacy
<b>We have Confidence:</b>	<b>We have Confidence: "Blessed are those who trust in the Lord and have made the Lord their hope and confidence." Jeremiah 17:7.</b> The sub values are: Wholeheartedness, Hopefulness, Joy, Humility and Resilience

## 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.

For children with a free school lunch entitlement, a percentage reduction of the cost for board and lodging may be possible on written request to the Headteacher.

Any shortfall arising from remission of charges for individual students should be met from either the schools Revenue funding or, for FSM children in agreement with the headteacher, the Pupil Premium Grant.

#### **Breakfast Club**

This Club is run by the school and a charge is made to parents to cover the costs of running the Club. Income and expenditure is monitored to help prevent the club running at a deficit. Charges to parents are kept at an affordable level.

### **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:

February 2021

Spring 2014

Spring 2023