



Policy:	Charging Policy
Policy Date:	April 2018
Review Cycle:	3 Years
Reviewer:	Resources Committee
Approved:	
Next Review:	Summer 2021

The staff and Governors of Chawton CE Primary School believe that all our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

#### Voluntary contributions

Schools may seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The law say:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

#### Residential visits

Schools are entitled to charge for board and lodging. We will also request a voluntary contribution to cover the remainder of the cost of the trip e.g. travel costs and activities. Children whose parents are in receipt of the following support payments will also be entitled to the remission of these boarding and lodging charges:

- Income Support
- Income Based Jobseekers' Allowance
- Employment Support Allowance (Income Related)
- Child Tax Credit
- Guarantee element of State Pension Credit

They may also apply to the Headteacher to have the remainder of the costs waived. However, as with day visits, where voluntary contributions are insufficient to cover the costs involved the visit may be cancelled.

#### School Lunches

Lunches are to be paid for in advance, prior to the child ordering a hot dinner. Any lunches not actually ordered, due to absences or trips, will roll forward to be taken at a later date. In order that we act as 'responsible lenders', we will only allow one (1) weeks of arrears. After this time the debt must be paid in full or a suitable packed lunch provided by parents/carers; no further lunches will be provided until full payment is received.

### Children's Activities

The school may ask parents for voluntary contributions to cover the cost of children's activities during school time that can only be run if there is sufficient funding.

### Music tuition

There is a charge for individual or group music tuition that is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons to cover the costs of hiring the tutors into school. Parents are expected to cover the full cost of these lessons for a complete academic year.

### Breakages and damage

Parents will be charged for the cost of repairs or damage to school property as a result of their child's misbehaviour.

### Books/ Equipment

Pupils will be charged the cost of replacing damaged or lost books.

### Debt recovery

In accordance with HCC recommendations, any debt totaling £100 or more will be passed to the HCC Legal Department for debt recovery.