



# CHARGING POLICY

## PEAK SCHOOL

|                       | <u>Date</u>      | <u>Minute No.</u> |
|-----------------------|------------------|-------------------|
| Reviewed by Governors | <u>June 2015</u> | <u>5.21</u>       |
| Reviewed by Governors | June 2016        | RMC 5.0           |
| Reviewed by Governors | _____            | _____             |
| Reviewed by Governors | _____            | _____             |
| Reviewed by Governors | _____            | _____             |
| Reviewed by Governors | _____            | _____             |
| Reviewed by Governors | _____            | _____             |

## **Charging Policy 2016**

### **1. Review Procedures**

This statement will be reviewed annually by the Governing Body's Resource Management Committee and if necessary will be adjusted in line with any subsequent guidelines from the DfEE or LA.

A pupil will not be barred from a trip that other pupils are taking part in if they are unable to meet the full contribution requested.

Where appropriate, we would have recourse to private school funds.

In the case of a sum over £100, Governors would be consulted – Chair or Vice Chair to give approval.

### **2. Aims**

This statement sets out the school's attitude to charging, describes each type of activity, which will be charged for and explains when charges are made.

### **3. Principles**

- 3.1** All education provided within school hours will be free. This includes materials, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between school and its activity. 'School hours' are those when the school is actually in session and do not include the break in the middle of the day.
- 3.2** All parents will be informed about school hours on the school website.
- 3.3** The school may invite parents and others from time to time to make voluntary contributions towards any part of the school's work to support the provision of activities, which might not otherwise be possible. E.g. Visit to Manchester Airport. If the cost of a school trip is £5 a voluntary contribution of £2 will be requested; if the cost is over £12 a voluntary contribution of £5 will be requested.
- 3.4** General fundraising and sponsorship will also be used to sustain additional activities. i.e. PTA - Horse Riding .
- 3.5** No pupil will be left out of any activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute.

### **4. School Charges for pupils and arrangements for payment**

The following voluntary payments may be requested of parents of all pupils to cover the costs: If parents are unable/unwilling to pay a request may be made to P.T.A. to cover the shortfall.

All classes will from time to time take pupils to cafes, shops and have cookery lessons at school. Each class keeps a selection of biscuits and squashes etc. Parents are asked to

contribute a weekly amount between £1 to £5 to a pooled fund. The following rules must be followed while managing these funds.

**4.1 Charges for Lettings**

The Governing Body will follow directions from the Local Authority regarding the use of school premises. Charges and arrangements are set out in the LA Lettings Policy.

**4.2** The school has a Hydropool Lettings Policy which outlines the charges and arrangements for the use of the pool.

**3.3 Private telephone & photocopying**

Staff do not use the school telephone or photocopier for personal use.

**5. Collecting and Banking Sums Collected**

**4.1** The school will maintain records of all charges collected.

**4.2** All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account.

**6. Review Procedures**

This statement will be reviewed on an annual basis by the Resource Management Committee and will be adjusted in line with any subsequent guidelines from the DfES or LA.