

Eastry Church of England Primary School

Charging Policy

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. As a Church of England Primary School we aim to provide a happy, safe, secure, welcoming environment for all our pupils and staff. The caring ethos of our school and our unified and coherent set of values based on the Christian faith enable us to recognise the dignity of each human being. We also aim to develop in each child, self-esteem, a sense of responsibility, an understanding of the needs of others and a respect for their way of life.

The school day is defined as 8.50am to 12.10pm and 1.05pm to 3.25pm.

What was consulted?

The policy has been informed by the online version of the *Governors Handbook*

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that the following applies:

During the school day

Charges are made for teaching individual pupils or groups of up to four pupils to play a musical instrument. Voluntary contributions may be sought for activities during the school day which entail additional costs, such as swimming, workshops and educational visits. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example after school clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Residentials

Charges will be made for board and lodging. Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Resources Sub Committee will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Single Equality Scheme

This policy is drawn up with regard to our duties to promote race, disability and gender equality.

Impact assessments will be incorporated into the review and revision of the policy.

Review

This policy document will be reviewed yearly or as appropriate in response to local or national initiatives, evaluations of monitoring procedures and as detailed in the school development plan.

Policy Agreed	September 2016
Review Date	September 2017