



## Charging Policy

The school operates within the guidance contained in the L.A. Policy on Charging.

### **Charging to Parents:**

We recognise the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We also believe that all our pupils should have an equal opportunity to benefit from school activities, and therefore try to minimise the financial barriers which may prevent some pupils from taking full advantage of the opportunities.

**In-House Activities:** parents/carers may be asked for small voluntary contributions towards some school activities where pupils produce materials which are to be taken home e.g. food made in Food Technology.

**Educational Visits during School Time:** although all educational visits are subsidised by school, parents/carers may be asked to make a voluntary contribution to help cover the associated costs. Where parents/carers are unable or unwilling to contribute, this will not affect their child taking part in the visit. Visits may, however, be cancelled if sufficient funding is not obtained from voluntary contributions.

**Residential Visits:** again the cost of these visits is subsidised by school but parents/carers will be asked to contribute towards the cost of the trip. Parents/carers will be informed of the contribution they are expected to pay. Where Parents/Carers are unable or unwilling to contribute, this may affect their child taking part in the visit. In addition it may be the case that the educational visit does not take place if appropriate funding is not forthcoming.

### **Swimming:**

There is no charge for swimming lessons which take place in school time.

**Music Tuition:** where parents request music tuition additional to that provided by the school, a charge shall be made which will normally equal the cost of the tuition provided.

**After School Clubs and Activities:** these are subsidised by school but parents/carers may be asked for voluntary contributions towards resourcing costs.

**School Meal Charges:** unless a pupil is entitled to free school meals, they will be charged for their meal in line with L.A. charging rates.

**School Uniform:** Ties and logos are available from the main school office. All other elements of the uniform (shirts, trousers, jumper and blazer) may be bought from any high street chain or supermarket in order to provide best value to parents.

**Damages or Breakages:**

A pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc. will render the parent liable for the cost of repair or replacement.

**Charging to Staff and other Adults / Agencies**

Staff and other adults/agencies will be charged for the following:

- Private photocopying
- DBS checks – unless contracted staff or recruited by school
- Private telephone calls (made in own time, not working hours)
- School meals (rate set by L.A.). Meals should be booked with the Admin Team and paid for in advance.

All of the above must be with the approval of the Senior Admin Officer / Head Teacher.

**Charging For Freedom of Information Requests**

Single copies of information are usually provided free, unless stated otherwise (see Freedom of Information Policy Appendix B). If a request means that the school has to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos the school will let the requesters know the cost before fulfilling a request. Where there is a charge this will be indicated by a £ sign in the description box.

The minimum disbursement charge for a Freedom of Information request is £5. This means that a disbursement fee will be charged when the request involves in excess of 20 printed or photocopied sheets at 25p per sheet. A minimum of £2.50 postage will be charged for those requests that require postage.

Information published on the school website is free, although a requester may incur costs from an Internet Service Provider.

The school is not obliged to satisfy requests chargeable at more than the ceiling of £450 specified in the fees regulations (this includes staff time at £25 per hour). However the school will enter into discussions with the applicant and endeavour to supply at least part of the request.

Reviewed: December 2018

Approved by Governors:

Next Review: December 2019