



POLICY AND PROCEDURES

Title	Charging Policy
Purpose	To set out school policy to advise staff and parents about charging for school activities.
Policy author	Mrs J Passman
File name and path	Write office>Shared Area>Policies and Procedures>Charging Policy
Consultation	Reviewed October 2020

Policy adoption				
Revision number	Date	Amendment	Revised by	Review date
1	Feb 2013	Updated.	J Passman	Feb 2014
2	Feb 2014	Updated.	J Passman	Feb 2015
3	Feb 2015	Updated.	J Passman	Feb 2016
4	March 2017	Review		Mar 2017
5	Apr 2018	Updates/reviewed	KU	Apr 2019
6	Feb 2019	Reviewed	KU	Feb 2020
7	October 19	Reviewed and updated	KU	Oct 20
8	October 20	Reviewed	KU	Oct 21

Adopted by Governors	14 October 2020
Adopted by Staff	14 October 2020
Signed by Chair of Governors/Headteacher	

Charging Policy

This Charging Policy informs staff and parents about charging for School activities.

Policy Statement

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in the Governance Handbook.

In accordance with these guidelines Cotwall End Primary School:

- Will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- May charge for any activities which take place in School time, apart from instrumental tuition for individual pupils or pupils in groups of up to four which will be charged for.
- May charge for School-Time activities by inviting parents and others to make voluntary contributions to enable School funds go further. Children of parents who do not contribute will not be treated differently from those who do make contributions
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- May charge for board and lodgings on residential courses, except for pupils whose parents are receiving Universal Credit. The Headteacher will inform parents of the right to claim free activities if they are receiving these benefits.
- May permit organisations to charge parents when such an organisation is acting independently of the School or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity.
- May charge for activities (optional extras), which happen outside School hours when these activities are not a necessary part of the National Curriculum.
- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
- The Governors will review the lettings charges levied by the school on an annual basis.
- The Governors will review this policy on an annual basis.

Reviewed: October 2020