

Kings Copse Primary School Charging Policy – 2018

Aims and Purpose

At Kings Copse Primary School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities. As such:

- We make no charge for National Curriculum and related activities in school time
- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost; the amount requested will never exceed the total cost of the activity. No child will be excluded from any such activity on the basis of non-contribution
- Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of relevant benefits
- We may charge where it enables an increase or enriches non-statutory extra-curricular provision
- We support the development of all community groups use of school facilities
- We will ask parents to reimburse the school for books children have lost or damaged

Guidelines and Key Responsibilities

Governing Body

- A subgroup of the Governing Body will meet with the Finance Officer and Headteacher at key points through the year
- Will review and amend the charging policy
- Will review annually the charges for supplies and services and will monitor income from lettings and school trips

Headteacher

- Will be responsible for drafting proposals for charges and agreeing charges for trips
- Will be responsible for reporting on the financial implications of charging policy

Administrative Team

- Will provide effective financial administration enabling efficient budget management
- Will manage the letting of school premises
- Will maintain an efficient and effective school information system

Procedures

- Voluntary contributions not exceeding the actual cost may be requested for curricular and extra-curricular activities to meet the costs of materials, travel and staffing as needed
- A charge not exceeding the total cost will be made, in advance, for specialist tuition, transport, accommodation and other fees incurred during residential visits
- Annual charges for letting the premises are set on the basis of the county suggested rates. The conditions of hiring and booking are laid down in the lettings contract
- The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges. Applications should be made, in confidence, to the Headteacher

Date approved by Governors: Summer 2018

Date to be reviewed: Summer 2021