

# Grayshott C of E Primary School

## Charging Policy 2014

### Statutory Policy

Approved in committee Autumn 2014

Ratified at FGB: Autumn 2014



### Linked documents:

- Extra-Curricular Activities Policy

Review Date: Autumn 2017

# **Charging Policy**

## **Grayshott C of E Controlled Primary School**

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, educational visits, visitors and residential experiences can make towards pupils' personal and social education. We aim to promote and provide such activities both as part of the school's broad and balanced curriculum and as additional optional activities.

In carrying out such activities the following factors will apply:

- If possible an agreed sum will be included in the budget to subsidise activities.
- Voluntary contributions will be invited towards the cost of educational visits or activities within school which incur a charge. All pupils in the designated groups or classes will participate in such activities and no pupil will be excluded or treated differently if his/her parents are unable or unwilling to make a contribution. The school may cover the total costs or choose to subsidise an activity if there is a shortfall of income from voluntary contributions, but if there are insufficient contributions the activity might be cancelled.
- Charges will not exceed the actual costs of the activity. They will be the actual cost of a child's participation and not include subsidies for other pupils or adults supervising the activities.
- A charge will be made for residential visits to cover the cost of board and lodgings, tuition and transport. Parents will also be asked to make a voluntary contribution to cover other activities which are part of the residential experience. One exception to this position is recognised:
  - Assistance may be made for parents who find it difficult to meet the costs.
- Charges will not exceed the actual cost of a child's participation, but this cost may include insurance and accounting costs.
- Instrumental music tuition may be provided in groups of ideally no more than four children. Parents will be asked to contribute towards this teaching. The amount requested will be agreed by the finance committee annually and will seek to cover the actual cost of tuition.
- A charge may be made for an artefact that a child wishes to take home such as a model, cake or D&T model if substantial costs are incurred in the making.

Parents may be asked to pay for damage to school property or equipment which is damaged as a result of a child's misbehaviour or carelessness. The charge will be based on the cost to the school to replace / repair the damaged item. If this is significantly high a contribution will be expected.

Reference to the completed pro-forma forms annexed to the Extra-Curricular Activities Policy should be made where appropriate.

### **Dissemination of the policy:**

- A copy of the ratified policy will be uploaded to [the school network](#)3067Staff. (Clerk's responsibility). This allows all staff access to the same together with the facility to comment upon the policy. All such comments will be taken into account at the next review of this policy.
- The new policy will be drawn to the staff's attention at the next staff meeting. (Headteacher's responsibility).
- The policy will be uploaded [to school network](#) and therefore accessible to all governors at any time. (Clerk's responsibility).
- The policy will be placed in the Governors' Statutory Policies File which is kept in the Headteacher's office at the school. (Clerk's responsibility to send to school's admin officer).
- The policy may be placed on the school website in PDF format so that it may be downloaded by all with internet access. (Clerk's responsibility to send to web-site designer/administrator).
- Paper copies will be provided by the school office on request. A large number of paper copies will incur a photocopying charge.