

**Chacombe CEVA Primary Academy**  
**Charging Policy**

**Introduction**

*This charging policy has been compiled in line with DfES requirements and in accordance with the Education Act, 1996.*

**School Trips**

**Day Trips**

*No compulsory charge will be levied in respect of day trips that take place during school hours or are part of the curriculum (but also refer to section 8).*

**Residential Trips – Essential**

*For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging only.*

**Residential Trips – Non- Essential**

*For residential trips which are not essential to the National Curriculum charges will be levied for the full cost of the trip.*

**Materials**

*Where cooking takes place as a part of the curriculum, a charge will not be made for ingredients.*

**Music Tuition**

*The school levies charges in respect of individual music tuition to cover the full cost of the lesson. Arrangements can be made for those pupils whose families are entitled to free school meals.*

**Activities Outside School Hours**

*No charge will be made for activities outside school hours that are part of the National Curriculum or religious education. For all other activities outside school hours, a charge up to the cost of the activity will be levied.*

**Damage/Loss to Property**

*A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.*

*A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.*

**Wrap Around Care**

Parents who wish to use wrap around care facilities provided by the school will be charged for this service in advance. The charges will be reviewed by the Finance, Premise and Personnel committee annually.

**Banking Charges**

The cost of banking charges incurred through 'bounced cheques' received will be levied from the giver of the cheque.

**Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

**Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined by the Finance Committee.

**Other Charges**

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

**Remissions Policy**

Parents/guardians of a pupil is in receipt of the relevant benefits may be asked to make a contribution if possible but if unable, charges in respect of activity, board and lodging will be remitted in full.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances