



# Charging Policy

Ratified by the Full Governing Body	28 <sup>th</sup> January 2016
Signed	
Name	Helen Cracknell
Position	Chair of the Full Governing Body
Review due	

## The Hayfield Cross Promise

Our promise is to nurture and inspire children to be pioneers of their own futures. Our children will radiate positivity and have high aspirations for themselves and others.

Children will develop depth of learning through rich and exciting experiences and opportunities in and out of the classroom.

Guided by our Christian values, our children will develop a strong moral compass. Valuing and respecting others they will become individuals who contribute to our global community as citizens of modern Britain.



## **Charging Policy**

### **1. Introduction**

- 1.1 This policy defines the circumstances under which the school will levy charges for the provision of goods and services. It has been agreed by the School Governors' and Headteacher and prepared in accordance with the 1988 Education Act.

### **2. Related Policies**

- 2.1 This policy should be read in conjunction with the school's Financial Management Policy and Pupil Premium Policy.

### **3. Residential Visits**

- 3.1 For residential visits which take place mainly during school time, charges will be made for all relevant costs including, board, accommodation, activities and transport.

### **4. Extra Curricular Activities (eg School Clubs)**

- 4.1 Participation in these activities is on a voluntary basis.
- 4.2 If the activity is run by an external body the level of charge is set by that body and payment is made by the parents directly to the organisers.
- 4.3 In the case of activities run by volunteers or school staff, the school reserves the right to make a charge to cover any costs incurred.

### **5. Wrap around Care (breakfast and after school clubs)**

- 5.1 Wrap around care services which may be run by the school and the level of charge is set and reviewed by the school on an annual basis.
- 5.2 There are a list of terms and conditions that participants must sign up to.

### **6. Curriculum-related practical activities**

- 6.1 No profit may be made by the school in carrying out and charging parents for curriculum-related activities undertaken during the school day.
- 6.2 At the planning stage of activities which will involve a charge to the school, the Headteacher and School Administrator agree a suggested minimum donation to request from parents and calculate the resulting shortfall which may have to be met from the School Fund.
- 6.3 Parents will be advised of the full cost per pupil and invited to make a voluntary donation towards the cost.

- 6.4 Parents are advised that no pupil will be excluded if a contribution is not made, but if the donations received do not cover the costs, the activity may have to be curtailed or cancelled.

## **7. Peripatetic Music**

- 7.1 Peripatetic teachers from the Northamptonshire Music and Performing Arts Trust may provide music tuition to those children (mainly in Key Stage 2) whose parents/carers have elected to participate in the scheme and pay for this tuition.
- 7.2 Parents are advised at the outset that the commitment is for a whole year. If the child chooses to stop receiving the tuition, the school reserves the right to charge the parents unless another child takes up the vacancy. There is no refund on charges paid.
- 7.3 Hayfield Cross Church of England School pays the annual charge on receipt of an invoice from the Music Trust (three equal charging periods).
- 7.4 Invoices will be raised through Accounts Receivable three times a year for re-payment of these charges.

Termly Charge for each instrument is: To be confirmed as groups begin.

## **8. Damage to School Property**

- 8.1 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.
- 8.2 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.

## **9. Practical Activities**

- 9.1 Pupils or parents who wish to retain items produced as a result of art, craft and design, or design and technology, may be asked, in advance, to make a voluntary donation to cover the cost of the materials used.

## **10. Swimming**

- 10.1 The school will organise swimming lessons for all children during Key Stage 2. These take place in school time and are part of the National Curriculum. We do not charge for the tuition but may request a contribution towards travel.

## **11. Extra-Curricular Activities**

- 11.1 The school may offer lunchtime and after school activities run and organised by staff and parents. Voluntary contributions may be asked, where appropriate, to cover costs of resources for these sessions.

## **12. Pupil Premium**

- 12.1 Where families are eligible, parents can apply to use Pupil Premium funding to part pay for extra-curricular activities and trips. Please see our Pupil Premium Policy for further information and suitability criteria.

## **13. Hiring**

- 13.1 One-off bookings may be agreed for users fundraising on behalf of the school, such as Parents & Friends Association, for which the charge may be waived, at the discretion of the Headteacher.

## **14. Hot School Meals**

- 14.1 In the school year 2015-16, the Hot School Meal service will be provided by Love Food JM Ltd
- 14.2 The service is administered by Love Food JM Ltd and payments do not pass through the School's Finance system.
- 14.3 From 2014 Hot School meals are provided free to children in years Reception to Year 2 (Universal Infant Free School meals UIFSM) The school receives a budget for these (taken from the figures in the January census - which is then paid to the provider)

## **15. Uniform and other school equipment**

- 15.1 From September 2015 the school uniform is available to parents from [yourschooluniform.com](http://yourschooluniform.com). This is an online service and parents pay directly to the company.

## **16. Other charges**

- 16.1 The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services

## **17. Policy Approval and Review**

- 17.1 This policy should be reviewed annually unless circumstances are such that earlier review becomes necessary.