

KING'S OAK PRIMARY SCHOOL



CHARGING POLICY

2017/2018

Signed by Chair of Governors: *Paul Davies*

Dated: March 2017

Signed by Head teacher: *A.J. England*

Dated: March 2017

Reviewed March 2017
Approved by FGB 20/3/2017
Review March 2018

The Governing Body of King's Oak Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Introduction

This charging policy has been compiled in line with DCSF requirements and in accordance with Section 449-462 of the Education Act, 1996.

School Trips:

Day Trips:

No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

Residential trips – Essential:

For residential trips which are essential to the National Curriculum a charge will be levied for board and lodging.

Residential trips – Non-essential:

For residential trips which are not essential to the National Curriculum:

- If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge may be made.

Music Tuition

The Local Authority levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Activities Outside School Hours

- No charge will be made for activities outside school hours that are part of the National Curriculum.
- If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
- 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 Head teacher 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 Head teacher may decide.

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 annually by the Finance Committee. For users connected to the school the charge will be reduced to at least cover the cost of the use of the facilities.

Other charges

- The Head teacher, Finance Committee 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.
- The Head teacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- The Head teacher, 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.