



# KILLINGHALL CE PRIMARY SCHOOL

## School Charging Policy

### AIMS

It is the school policy to ensure that appropriate activities and visits are encouraged. They provide curriculum enrichment, making learning more meaningful through first hand experience.

### CHARGES

The Governing body reserves the right to make a charge in the following circumstances:

- **School visits in school hours** – the board and lodging element of residential activities deemed to take place in school hours.
- **Activities outside school hours** – the full cost to each pupil for transport and other costs involved for activities occurring outside school hours. Pupils representing the school in the choir, orchestra or sporting events will not be charged transport costs.
- **Charging in kind** – the cost of materials used for activities occurring outside of school hours. (including extra curricular clubs on a voluntary basis)
- **Damaged or lost property** - a contribution towards repairing or replacing damaged or lost school property caused wilfully or negligently by a pupil.

### General

The Governing Body may from time to time, amend the categories of activity for which a charge be made.

### NO CHARGES WILL BE LEVIED FOR:

- Materials used in the delivery of the curriculum
- Materials used by pupils undertaking homework
- Tuition by school staff for out of school activities

### VOLUNTARY CONTRIBUTIONS

It is the policy of the school to ask for voluntary contributions towards the costs incurred for certain activities to enable these to take place. If, for example, a visit has been planned and insufficient contributions are received, then the proposed activity will not go ahead. However, if the visit takes place, those pupils not making a contribution will be included – thus all will go if the event takes place, (unless the visit is of a residential nature). It is the intention of the Governing body to cover the costs of all visits from the collection of voluntary contributions (as opposed to making a charge).

**Before/After school club is a charged for club and can never be subsidised.**

### REFUNDS AND REMISSIONS

In the event of a visit having to be cancelled, school may retain an element of the contribution to cover costs incurred.

Where the shortfall in contributions is minimal, the difference *may* be met from the school fund.

In respect of residential courses at a centre run by NYCC, where board and lodging is an expensive element, parents who are in receipt of Income Support or Family Tax Credit can apply to the County's Support Fund for financial help. In exceptional circumstances parents may ask school for support.

### EVALUATION AND REVIEW

This policy will be reviewed annually by the Headteacher and staff with any suggestions, changes and amendments being considered by the Governing Body.

Linked Policies: Lettings, Health and Safety

Policy approved by Governing Body April 2016