



POLICY DOCUMENT	
Title	Charging
Adopted	School
Committee	Financial & Premises
Approved	Yes
Document	Policy
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Editor	Iain Robinson
Status	Published

Aim

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

This policy covers chargeable activities within school for example school trips, however in conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges.

The Governing Body also recognise that there is a clear distinction in charging between Curriculum and Non Curriculum activities.

This policy also covers how the school might charge for Freedom of Information (FOI) requests, should the request be deemed excessive.

The school will seek to comply with all FOI requests where possible without charging and any charges will be made clear, in line with this policy before FOI work is undertaken.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Curriculum Activities

These include, but are not limited to:

- Residential Trips – Board and Lodgings

Voluntary contributions may be requested for trips and activities which take place mainly within school hours.

No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.

Any insurance costs will be included in charges for trips and activities.

There is a charge for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission.

- General Lesson Costs

To levy a charge in respect practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product.

- Music Tuition

To require parents to make a contribution towards the cost of instrumental tuition by teachers of the Music Support Service. This charge will be reviewed each year and advised to parents prior the commencement of lessons in September each year.

Non Curriculum and Activities

- Non Curriculum trips and activities

The school might charge such as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination.

The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities

- School Property

To charge parents for damages to or loss of school property caused wilfully or neglectfully by their children.

- Private Lettings

Private lettings charges are available through the schools lettings policy. VAT will be added where appropriate.

Freedom of Information

Information published on our Website (www.longcroftschoo.co.uk) is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

- Photocopying Charges:

Black/white	A4	5p per sheet
	A3	10p per sheet
Colour	A4	20p per sheet
	A3	40p per sheet

Research fees

We will not charge for the first 2 hours work, thereafter, we will charge a fee of £20 per hour.

Minimum charge

Charges below £20 will be waived.

If we have to do a lot of copying or printing, or we incur a large postal charge, or your request is for a priced item (e.g. printed publications or videos) we will advise you of the cost before fulfilling your request.

All charges will be fair and reasonable.

Private Copying

A charge of 5p per A4 side may be made to cover the basic cost of private photocopying.

Statutory Remission

The school reserves the right to consider statutory remission for pupils currently in receipt of Pupil Premium Funding.

The school reserves the right to consider any student for the remission of charges.