



# Charging Policy

*Management Policy*

**Date Approved :**

**Summer 2020**

**Signed Headteacher .....**

**Mrs Tracy Thomas**

**Signed Chair of Governors .....**

**Mr Ben Fuller**

**Review Date:**

**Summer 2023**

# **CHARGING POLICY**

(to be read in conjunction with the Hiring Policy)

**June 2020**

## **Aims:**

At Samuel Lucas School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

## **Principles:**

- We make no charge for National Curriculum and related activities in school time
- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt additional financial support
- We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time
- We support the development of all community groups use of school facilities through a flexible charging approach (see hiring policy)
- We offer minimum cost of facilities for non-profit making community activities
- We raise income for school from local groups' use of facilities

## **Key Responsibilities:**

### **Resources Committee**

- will review and amend the charging policy on behalf of the governing board
- will review annually the charges for supplies and services will monitor whether actual income is in line with anticipated income

## Head Teacher

- will be responsible for drafting proposals for charges
- will provide reports as and when required for the Resources Committee

## School Business Manager

- will provide effective financial administration enabling efficient budget management by the head teacher
- will manage the letting of school premises
- will maintain efficient and effective information systems
- will manage the school premises during lettings

## Users

- will abide by the terms and conditions of the booking and hiring contract

## Procedures:

### 1. Off-site extra curricular activities:

- A voluntary contribution not exceeding the actual cost will be requested
- Residential study visits:
- A charge not exceeding the total cost will be made for specialist tuition and residency fees.

### 2. On-site activities:

#### Curriculum Enriching Activities

- Music instrumental teaching:  
Class based specialist teaching will be provided free of charge. The cost of instrumental lessons to individuals or small groups will be met through charges to parents. Charges are set on an annual basis and paid termly in advance.
- Extra curricular clubs:  
A charge may be levied for participation in extra-curricular activities to meet the costs of materials and staffing as needed.

### **3. Letting of premises: as per Hiring Policy**

#### **Responsibility**

- The Governing Board delegates the responsibility of premises hire to the Headteacher.
- The Governing Board will ensure that the Hiring Policy does not conflict with the duty to provide education for the children registered at the school.

#### **Procedures:**

- Charges for individual hires shall be negotiated between the Hirer and the Headteacher.
- Hirers should be given a minimum of one month's written notice of the school's intent to increase the hiring charge.
- All hirers must be covered by full Public Liability Insurance (minimum £5m). Hirers should ensure that the school receives a copy of the hirers' insurance cover note.
- Health and Safety Regulations must be observed.
- An Authorised person should be present or on call during periods of use.

### **4. Charges for services:**

The school reserves the right to charge for photocopier, telephone and fax facilities.

### **5. Arrangements for part or full remissions of charges:**

- Families in receipt of Free School Meals (FSM) are entitled to a remission of fees for board and lodging costs whilst attending residential school visits. Also those receiving the following benefits:
  - Income Support;
  - Income-based Jobseeker's Allowance;
  - support under part VI of the Immigration and Asylum Act 1999;
  - Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income, assessed by Her Majesty's Revenue and Customs does not exceed the annual limit
  - Parents who receive Income Support or Income Based Jobseekers Allowance in their own right are also entitled to free school meals
  - Parents in receipt of the guaranteed element of State Pension Credit are also entitled to free school meals
- The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the head teacher. The Resources Committee will be informed in general terms of the total provided for each activity.
- The governing board support the development of all community groups use of the school through a flexible charging approach. This may include offering reduced rates for up to one month in order to assist a new group and would be negotiated with the head teacher.

## **Refund Policy:**

- any trip requiring a voluntary contribution will be run at-cost
- should the total collected exceed the projected costs refunds will be given above £5 excess per child or 5% whichever is the greater

**Review Date :** June 2023