



PRINCE OF WALES PRIMARY SCHOOL CHARGING POLICY

The aim of this policy is to:

- Make as wide a programme of trips and activities accessible to as many pupils as possible.
- To establish and maintain a fair and coherent system of charges, seeking to ensure that no child's access to the curriculum will be limited due to charges.

The School:

As a statutory organisation, will not charge for books, materials, equipment and transport, provided during the hours from the start to the finish of the school day by the Local Authority or the school, to carry pupils between the school and an activity.

Will not charge for any activities which take place in school time, apart from instrumental or vocal tuition for individual pupils.

Will charge for entry to Breakfast Club at a cost of £3 per session.

May charge for school-time activities by inviting parents and others to make voluntary contributions to enable school funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions; however, we may need to cancel an activity if it is not affordable.

May charge for some after-school activities, such as ingredients for cooking, materials for design and technology, or dance sessions.

Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible. **A full refund will be made to those who have already paid.**

Will charge for board and lodgings on residential trips/courses except for pupils whose parents are receiving:

- Income Support
- Jobseekers' Allowance
- Universal Credit
- Child Tax Credit/Working Tax Credit
- The Guarantee Element of State Pension Credit
- Income-related Employment and Support Allowance.

The Head Teacher will inform parents of the right to claim free activities if they are receiving these benefits.

The School:

May permit organisations to charge parents/carers, when such an organisation is acting independently of the school or Local Authority, to arrange an activity to take place during school hours and parents want their children to join in the activity.

May charge for activities (optional extras) which happen outside of school hours when these activities are not a necessary part of the curriculum.

Will charge parents/carers for non-attendance of children at weekend/holiday revision clubs if they have previously requested that their children/child attend/s and have signed the agreement form.

May charge parents/carers if they persistently collect their children late at the end of the school day.

Will expect that parents/carers make a **financial** contribution towards replacing damaged or lost school property, caused wilfully or negligently by their children.

Will not charge staff for meals if they are on lunchtime duty.

Freedom of Information (F.O.I.) requests: a charge will only be made if the request generates work which is above the “applicable limit”. This means the work must equate to 18 hours or over, excluding any redaction work.

Leaflet/Flier distribution: an admin charge of £20 will be made to outside companies requesting that we distribute leaflets. Agreement to distribute leaflets will be at the head teacher’s discretion to ensure only appropriate material is circulated.

There will be a charge for private lettings as per the Lettings Policy using the scale of charges as set out by the Governing Body. Discretionary charges can be made if agreed by the Head Teacher. The Governors will review the lettings charges levied by the school on an annual basis.

This policy will be reviewed annually by Governors.