



# Charging Policy

Date of original policy	pre September 2010
Original Author	Kings Park Primary school Melksham
Review date and SLT initial	December 2016 JK
Next review date	December 2017 JK
Date emailed to governing body	March 2011
Date approved and signed in governing body meeting	12/5/11
Signed Chair Of Governors 	Signed Head Teacher 

### **Introduction**

At SRS all education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum

### **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- reward activities
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

### **Residential Trips**

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of the board, lodging and travel expenses. If parents are experiencing financial difficulties they are invited to contact the Deputy Head at Secondary or the Deputy Head at Primary.

### **Activities Outside School Hours**

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards materials.

For all other activities outside of school hours, a charge up to the cost of the activity will be levied.

### **Damage/Loss to property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the head teacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **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 is determined annually by the Finance Committee and form part of our separate Lettings policy

### **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.  
Photocopying

### **Remissions Policy**

If the parent/guardian of a pupil is in receipt of Income Support, Income Based job Seekers Allowance, Employment and Support Allowance, guaranteed element of state pension credit, support from NASA (National Asylum Support Service), Support from a local authority SSAT (Social Services Asylum Team) or Child Tax Credit and have an annual joint income assessed by the Inland Revenue, that does not exceed £16,190), charges in respect of board and lodging will be remitted in full.

### **Uniform**

The school has a clear uniform policy and all students are expected to follow this at all time and take a pride in their appearance. Our Uniform is of high quality and is supplied from the school office