



Bennerley Fields School

Charging Policy

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Review Requirement : 1 Year		

BENNERLEY FIELDS SPECIALIST SPEECH & LANGUAGE COLLEGE

CHARGING POLICY 2013

Bennerley Fields Specialist Speech and Language College will request from pupils a voluntary contribution towards the actual cost of an activity or event.

Parents are kept informed of charges made for regular activities and any possible increase in charges.

A pupil will not be barred from a trip that other pupils are taking part in if they are unable to meet the full contribution requested.

Where appropriate, we would have recourse to private school funds.

In the case of a sum over £100, Governors would be consulted – Chair or Vice-Chair to give approval.

1. **Aims**

This statement sets out the school's attitude to charging, describes each type of activity, which will be charged for and explains when charges will be made.

2. **Principles**

- 2.1 All education provided within school hours will be free. This includes materials, equipment and transport provided in school hours by the LEA or the school to carry pupils between school and its activity. 'School hours' are those when the school is actually in session and do not include the break in the middle of the day.
- 2.2 All parents will be informed about school hours on the school website.
- 2.3 The school may invite parents and others from time to time to make voluntary contributions towards any part of the school's work and to permit the provision of activities, which might not otherwise be possible.
- 2.4 General fundraising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.
- 2.5 If the cost of a school trip is £5 a voluntary contribution of £2 will be requested; if the cost is over £12 a voluntary contribution of £5 will be requested.
- 2.6 No pupil will be left out of any activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute.

- 2.7 Parents will only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or religious education and when parents agree to pay.
- 2.8 No charges will be made which exceed the actual cost.
- 2.9 A charge may include an allowance for the cost of teachers from the school who supervise the activity but only if those teachers have been given a separate contract/formal letter to provide the optional extra.
- 2.10 Charges may be made for board and lodging on residential courses in school time except for pupils whose parents are receiving certain benefits. The Headteacher will advise all parents of the right to claim such free activities if they are receiving benefits. Contributions will be requested towards the cost of travel and extra curricular activities provided as part of a residential trip, but parents being unable to contribute will not debar a pupil from being included in the trip.
- 2.11 When parents accompany pupils on an out of school activity, they may be invited to make a contribution towards the cost of transport and/or the activity.
- 2.12 A charge will be made for residential trips falling mainly outside school time.

Miscellaneous Charges (Other than those for pupils)

- 3.1 **Charges for lettings**
The Governing Body will follow directions from the LEA regarding the use of school premises. Charges and arrangements are set out in the LEA Lettings Policy.
- 3.2 **Private telephone calls & photocopying**
Staff do not use the school telephone or photocopier for personal use.

4. Collecting and Banking Sums Collected

- 4.1 The school will maintain records of all charges collected.
- 4.2 All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account.

5. Review Procedures

This statement will be reviewed on an annual basis by the Governing Body's Finance committee and will be adjusted in line with any subsequent guidelines from the DfES or LEA

