



Policy Title	Charging Policy
Person(s) responsible for reviewing/updating the Policy	Headteacher
Approval Required By	Governing Body
Review Cycle	3 years
Last Review Date	Feb 2022
Next Review Date	Feb 2025
Comments	

Scope (or Who is Governed by this Policy)	
Links to other Policies or Procedures or Documents <i>(including their location – physical or electronic)</i>	
Policy document location	
Where this Policy is published	

This Policy has been considered in line with the Equality Policy and for implications on the work life balance of Staff.

MILLAIS CHARGING POLICY

1 Introduction

- 1.1 We do not **charge** for any activity undertaken during school hours as part of the National Curriculum.

2. Off Site Visits

- 2.1 The school will not **charge** for any visit that is essential to the delivery of the National Curriculum.
- 2.2 To cover the cost of activities the school may request a **voluntary contribution** from parents/carers.
- 2.3 If sufficient **voluntary contributions** are not made, a proposed event would be cancelled unless the school is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution
- 2.4 If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.
- 2.5 If a visit takes place out of school time (e.g. during the weekend or school holiday), the school will not ask for voluntary contributions but will make a **charge**.
- 2.6 For residential visits that take place during the school day, the school will **charge** for accommodation and food but request a **voluntary contribution** for transport and any activities undertaken.
- 2.7 Parents/Carers have a right to know how each individual trip is funded. The school provides this information on request.
- 2.8 Parents/Carers will be given reasonable advanced notice of proposed visits and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

3. 'Optional Extras'

- 3.1 Charges may be made for some additional activities that are known as 'optional extras'. Where an optional extra is being provided, a **charge** can be made for providing materials, books, instruments, or equipment.
- 3.2 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is

therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

3.3 Optional Extras might include some examinations, individual music tuition and after school clubs. Further details outlined below in paragraphs 4-6.

4. Examinations

4.1 Examination entry fees will be met by the school for all courses that a pupil follows. However, a charge will be levied for:

- Examination resits requested by the pupil/parent
- An examination entry in a course that was not studied by the pupil at the school or that is not offered by the school
- The cost of entry fees where a pupil fails to complete the requirements of any public examination without good reason (ie. medical certificate)

5 Music Tuition

5.1 All children study music as part of the normal school curriculum. We do not charge for this

5.2 Visiting music teachers offer individual or small group music tuition at the school which is additional to the National Curriculum. We give parents information about availability of this facility at the start of each academic year and a charge is made for these lessons. Parents/Carers who receive specific state benefits are exempt from charges for music tuition – details will be provided at the time that tuition is offered.

6. Out of School Clubs and Activities

6.1 The school offers a range of out-of-school clubs/activities – and reserves the right to charge for such sessions to cover the cost of provision.

7 Design Technology

7.1 If you have indicated that you would like your child to bring home the finished product from their Design Technology lessons, then the school will make a charge to cover the cost of materials/ingredients.

8 Loss of/Damage to School Property

8.1 Parents/Carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupils' misbehaviour

9. Remissions Policy

- 9.1 If any parent is unable to make a voluntary contribution, but still wishes their child to participate in an activity, then they should, in the first instance, contact the Deputy Headteacher to discuss their individual circumstances. Consideration will be given to offering support for those parents in receipt of certain benefits or in cases of particular hardship.