



Ecchinswell and Sydmonton (CE) Primary School

Charging Policy

Purpose:

The School is committed to every individual achieving personal excellence through a range of opportunities to develop the whole person. All members of the School are of equal value and must have an equal opportunity to succeed and each has a valuable and worthwhile contribution to make to the life of the School. The Charging Policy supports this commitment.

Policy and Objectives:

- a. The School will aim to provide as wide a range of educational activities and experiences as possible.
- b. To further this aim, the School will seek voluntary contributions for educational activities, both off-site and on-site: eg field trips, museum and theatre visits and touring theatres. Such activities are predominantly during the school day and/or are a significant part of pupils' studies. The level of these voluntary contributions will be set to cover all costs associated with the activity.
- c. While it is hoped that everyone will make these voluntary contributions, the School will ensure that no child is prohibited from participating because they cannot afford the recommended contribution.
- d. When trips do not fall predominately during the school day, the requirement to charge (and the cost) will be at the discretion of the Headteacher.

School Trips and Journeys:

Parents and carers may be asked to make voluntary contributions for any approved visit or journey organised by the School. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions, the School reserves the right to determine whether the total of voluntary contributions made is sufficient to enable the activity to take place.

When charges are permitted by law, a charge to cover the full cost will in general be levied.

When a charge is levied, the School will:-

- Make clear the statutory entitlement to remission
- Seek means to offer assistance in cases of genuine hardship.

Practical Subjects:

When pupils indicate that they wish to keep the finished product of a practical activity, they may be asked to pay for or provide the ingredients, materials or equipment needed. No individual child will be at a disadvantage because of a parent's or guardian's unwillingness or inability to contribute in this way.

Replacement due to Loss or Damage:

The Head teacher reserves the right to ask parents or carers to contribute in whole or in part to the cost of replacement of items incurred as a result of breakage, loss or damage (other than through normal wear), including books, equipment, windows or other material.

Photocopying:

The Headteacher has discretion to make a charge for non-school photocopying. Such a charge should not exceed the cost to the school.

Passports, etc:

Where the Headteacher is requested to sign confirmation of identity or similar (eg passport applications), there is a discretionary charge of £10

Data Protection Act 1998:

The Governors have directed that the charge for responding to requests for personal data under the above act, shall be charged at the statutory maximum.

Review:

The policy will be reviewed regularly by the FGB

Revision:

Version	Amendments	Date
1.0	Initial Version	10/Jul/2007
1.1	Minor Amendment Under section Replacement due to Loss or Damage, changed the wording to read The Head teacher reserve the right to ask parents or guardians to contribute in whole or in part to the cost of replacement of items Under section Data Protection Act removed the figure of £10.,.	28/Sept/2010
1.2	Changed Staffing and Finance Committee to Resources Committee Changed term 'guardian' to 'carer' Changed Free School Meals to no pupil being prohibited from participating.	25/6/13
1.3	No changes made.	10/5/16
1.4	No changes made	21/5/19
1.5	No changes made	3/5/22
1.6	No changes made	6/5/25