



KINGSTON COMMUNITY SCHOOL

CHARGING POLICY

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| Issue date | |
| Signed (Headteacher) | Name: Alison Cramp |
| Signed (Chair of Local Governing Body) | Name: Paul McArdle |
| Review date | July 2017 |

Kingston Community School Charging Policy

1. Introduction

The purpose of this document sets out our charging and remission for school activities and visits in accordance with the Education Act 1996.

Whilst the School cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment) it reserves its right to charge for optional extras as detailed in this document.

For parents on low incomes and in receipt of any of benefits listed, the School will make it known what financial assistance might be available to them when being asked for contributions towards any charges being requested.

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

2. Voluntary Contributions

The School is able to ask for voluntary contributions for the benefit of the school or school activities although there is no obligation for parents to make any contribution.

Parents will be informed if an activity cannot be funded without voluntary contributions and be made aware that if insufficient voluntary contributions are raised to fund a visit, then it will be cancelled.

No child should be excluded from an activity simply because their parent(s) are unwilling or unable to pay and should that be the case their child will still be given an equal chance to go on the visit.

3. Residential Visits

The School reserve its right to charge for board and lodging of residential trips but the charge will not exceed the actual cost. The cost of travel to and from the venue will be borne by the School.

If parents can prove they are in receipt certain benefits the Governing Body and Head Teacher will consider a reduction of the full cost being charged.

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The School will give parents advanced notice of any trips and will consider a payment plan being implemented to help spread the cost.

All school journey details are presented to the Headteacher for approval. The final accounts are presented to the Finance, Personnel and Premises Committee.

4. Music Tuition

Music lessons as part of the National Curriculum are not charged for however the School reserves the right to charge for teaching pupils to play a musical instrument when it is not part of the National Curriculum.

5. Swimming

The school organises swimming lessons for children in Key Stage 2 and as these take place in school time and are part of the National Curriculum, there is no charge. Parents will be informed when these lessons are to take place, and will be asked for written permission for their child to take part in swimming lessons.

6. Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment, such as windows and equipment, may be liable for the full cost of repair or replacement.

7. Breakfast Club and After School Club

The School will make a charge for pupils attending the breakfast and after school clubs although the Governing Body and Principal may approve a reduced amount for those families in financial difficulties. This will be assessed on a case by case basis.

After school activity clubs may also be available each term at a cost to the parents. The Finance, Personnel and Premises Committee will approve charges on an annual basis.

8. Letting of School Premises

The School will make its premises available to hire for which a charge will be made, unless it has been agreed otherwise by the Finance, Personnel and Premises Committee. Details are in the Lettings Policy.

9. Loss or damage to pupil property

The school will not be liable for loss or damage to pupil property and parents are urged to label all uniform with the child's name.