



# Charging Policy

***Creative, Curious, Caring.  
We make every moment count.***

## Document Control

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| <b>Owner:</b>              | Wirksworth Junior School |
| <b>Author:</b>             | Shannon Boam             |
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| <b>Review Due:</b>         | June 2027                |
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| Document History |               |                               |                 |
|------------------|---------------|-------------------------------|-----------------|
| Issue            | Date          | Purpose                       | Author          |
| 1                | Nov 2019      | Adopt Policy                  | B Southam       |
| 2                | Nov 2020      | Review                        | Isabel Webb     |
| 3                | June 2022     | Review                        | Isabel Webb     |
| 4                | November 2023 | Review                        | Isabel Webb     |
| 5                | June 2025     | Review                        | Shannon Boam    |
| 6                | June 2026     | Review and Addition to Policy | Rachel Richards |

| Approval            |                 |                       |
|---------------------|-----------------|-----------------------|
| Meeting             | Date            | Chair                 |
| Governors           | <b>9.12.20</b>  | <b>K Forster</b>      |
| Resources           | <b>3.7.22</b>   | <b>J Greenough</b>    |
| T and L committee   | <b>16.11.23</b> | <b>H Brocklehurst</b> |
| Resources committee | <b>19.06.25</b> | <b>M.Counter</b>      |
| FGM                 | <b>09.06.26</b> | <b>W.Hyde</b>         |

## 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.

## Principles

- All education provided within school hours will be free. This includes materials, equipment and transport provided in school hours by the Local Authority (LA) 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 school day.
- All parents will be informed about school hours in the welcome pack and on the website.
- 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.
- Charges may be made for teaching music either to an individual pupil or to pupils in groups. Voluntary contributions will be invited for group music tuition from outside companies who may be engaged from time to time.
- 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.
- No pupil will be left out of an activity provided in school time because his or her parents cannot or will not contribute of any kind.
- 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.
- No charges will be made which exceed the actual cost, if the activity is in school time.
- A charge will be made for residential trips falling mainly outside school time.
- When parents accompany pupils on an out of school activity, they may be invited to contribute towards the cost of transport and/or the activity.

## School charges for pupils and arrangements for payment

- The following voluntary payments will be requested of parents of all pupils to cover the costs.

| Materials for:                                                 | Cost                                                     | Notice given    |
|----------------------------------------------------------------|----------------------------------------------------------|-----------------|
| Baking                                                         | £0.50 - £2.00 approx.                                    | At admission    |
| Consumables for technology models                              | £0.50 - £2.00 approx.<br>(or model to be left in school) | At admission    |
| Handicrafts                                                    | £1.00 approx.                                            | At admission    |
| Uniform *                                                      | Items between £5.50 and £20.00                           | At admission    |
| Visiting theatre/music groups                                  | £1.00 - £20.00                                           | 2 weeks minimum |
| Local Trips                                                    | £5.00 - £30.00                                           | 6 weeks minimum |
| National trips                                                 | Up to £100.00                                            | 8 weeks minimum |
| Residential and non residential visits.<br>(Outdoor adventure) | Up to £200.00                                            | 8 weeks minimum |

\* It is not a requirement for parents to purchase uniform items through school. Full details of the uniform requirements are available from the school office and on the website.

## **Breakages and damage to school buildings, furniture or property**

Breakages and damage to school buildings, furniture or property Parents/carers will be expected to meet some or all of the cost of lost or damaged items and breakages or damage to school buildings, furniture or property. The cost of repairs will be quoted on an individual basis. Where items cannot be repaired a charge will be made to replace the item based on the current cost to buy new at the time the damage was incurred. Each incident will be dealt with on its own merit and at the discretion of the Headteacher.

## **Breakfast Club**

The school will charge the cost of £7.50 per child per day for attending Breakfast Club provision. All money will be collected through ParentPay, and no cash will be accepted on site for this provision.

## **Miscellaneous charges (other than for pupils)**

- Charges for lettings - the Governing Body will follow directions from the LA regarding the use of school premises. Charges and arrangements are set out in the Lettings Policy and a Terms of Conditions will be issued (TOC)
- Charges for photocopying - Staff and others may use the school photocopiers at a cost of 5p per A4 copy.
- Private telephone calls - Staff and others using the school telephone may do so at the normal telephone costs.
- An honesty box will be kept in the school office for private telephone calls and photocopying.

## **Collecting and banking sums collected**

The school will maintain records of all charges collected. All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities Document). Parents will be encouraged to use Parent Pay to pay for school meals and trips.

## **Review Procedures**

This policy will be reviewed on an annual basis by the Governing Body's Resources Committee, and will be adjusted in line with any subsequent guidelines from the DfE or LA.