



## Charging Policy

Date Last Reviewed: **May 2024**  
Next Review Due: **May 2026**  
Audience: **Open**

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## **1. Introduction**

This charging policy has been compiled in line with DfES requirements and in accordance with section 457 of the Education Act, 1996.

## **2. Staff Meals**

Staff meals are charged at the current rate, unless they are performing a lunchtime duty.

## **3. School Trips**

### **3.1. Day Trips**

No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum, (but also refer to section 7 - Voluntary Contributions).

### **3.2. Residential trips – Essential**

For residential trips which are essential to the National Curriculum a charge will be levied for board and lodging.

### **3.3. Residential trips – Non-essential**

For residential trips which are not essential to the National Curriculum:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging, (but also refer to voluntary contributions).

## **4. Music Tuition**

The school facilitates instrument tuition with third party peripatetic teachers who levy charges in respect of individual music tuition and group tuition up to and including 4 persons, if teaching is not an essential part of the National Curriculum. Discounts are available to pupils whose families qualify under our remissions policy.

## **5. Activities Outside School Hours**

- a. A small administration fee of £1 will be charged to clubs offered by staff.
- b. For other activities outside school hours provided by an independent provider, a charge, set by the provider up to the cost of the activity, may be levied e.g. cheerleading, guitar lessons.

## **6. Damage/Loss to Property**

- a. A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- b. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to

be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## **7. Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

## **8. Lettings**

The school will make its facilities available to school community users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

### **8.1. Charges Agreed for 2023-2024**

Hire of the school premises by school community members (providing on-site support available):

15% of the clubs earnings during the school holidays

15% of the the clubs earnings will be charged for the school term

To be reviewed in the Summer Term 2024.

## **9. Other charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services (requested by parents) up to the cost of providing optional services e.g. providing SATs revision books requested by parents.

## **10. Remissions Policy**

- a. If the parent/guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; in receipt to any other benefit or allowance or entitled to any tax credit under the Tax Credits Act 2002 or element of such a tax credit, the school may assist by providing 50% of the charges.
- b. The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, in exceptional circumstances, if it feels it is reasonable in the circumstances.
- c. The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, in exceptional circumstances, if it feels it is reasonable in the circumstances.

# *Newnham Junior School*

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This document was approved and adopted by the governing body

Date

May 2024

Name of the Chair of Governors

Tanya Huehns

Signature of the Chair of Governors

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<b>Date</b>	<b>Status</b>	<b>Comments</b>
3 <sup>rd</sup> May 2016	Updated	Agreed by F&P committee. Dates updated, no change to costs.
9 <sup>th</sup> May 2017	Updated	Agreed by F&P committee. Dates updated, no change to costs.
1 <sup>st</sup> May 2018	Updated	Agreed by F&P committee. Dates updated and costs for term time inserted in addition to school holiday costs.
7 <sup>th</sup> May 2019	Updated	Agreed by F&P committee. Dates updated with no changes to costs.
20 <sup>th</sup> May 2020	No Changes	
19 <sup>th</sup> May 2021	No Changes.	Agreed at Committee and ratified at FGB.
18 <sup>th</sup> May 2022	Updated	Charges reviewed and agreed at Committee and ratified at FGB.
18 <sup>th</sup> May 2023	Updated	Minor changes agreed
May 2024	No changes	