



## Charging Policy

Published March 2019  
To be reviewed by March 2020  
Then annually

## **PURPOSE**

The purpose of this policy is to set out the school's position on:

- charging for activities which cannot be funded by the school alone such as trips, outings and additional services and
- use of the school's facilities outside the normal school day

## **PRINCIPLES**

We are committed to the principle of high quality education being provided free of charge. Budgetary restrictions however are such that there are activities of sound educational value, which cannot be funded by the school alone.

We believe that our facilities should be used to cater for our pupils and their community and therefore support the use of the school facilities to offer extended services outside school time.

Parents/carers may be asked to pay for or towards the cost of making good school property wilfully or negligently damaged or lost by a pupil. Charges will be made as deemed appropriate in the circumstances.

## **APPLICATION**

### **Trips, Outings and Services**

- No charge is made for any activities which aim to fulfil the National Curriculum requirements
- We may ask for voluntary contributions for activities wholly or partly in school time which would otherwise be prohibited by cost. No child will be excluded from any such activity on the basis of non-contribution
- Requests from parents for financial help and assistance will be sympathetically considered by the Headteacher and the Chair of Finance Committee. Any request made will be treated in confidence
- We may charge where a school provision increases or enriches a non-statutory extracurricular activity e.g. a lunchtime club where additional staffing is required or when individual tuition is given
- If an activity cannot be sufficiently funded, it may be cancelled

### **School Facilities**

- We allow the use of our building free of charge for Bordon Junior School. This is a reciprocal agreement made between the Headteachers. We allow the use of the two community rooms by community groups, charities or by other Hampshire agencies such as Social Services. No charges are made for the use of these rooms by such groups unless the use puts a burden on the school
- A charge is made for groups who use the facilities to make a profit

### **Receipts and Invoicing**

- A receipt or invoice is issued for all contributions and financial accounts are kept in accordance with Hampshire County Council regulations

## **CHARGES**

### **Off-site Extracurricular Activities**

A voluntary contribution not exceeding the actual cost will be requested. Trip costs are currently set at a maximum of £15. Parents may pay in instalments after consultation with the school.

### **Letting of Premises**

The charges for lettings/hire of school facilities are on the basis of rates agreed by County as they own the building and site.

Any conditions of hiring are laid down in individual contracts.

### **Charges for Services**

Details for photocopier, telephone and fax facilities are available from the school office.

## **RESPONSIBILITIES**

### **Finance Committee**

- Reviews and amends the Charging Policy annually on behalf of the Governing Body
- Reviews annually the charges for supplies and services
- Reviews annually the charges for school trips and contributions
- Monitors income against budget

### **Headteacher/School Business Manager**

- Drafts proposals for charges
- Provides reports to the Finance Committee on usage of facilities and charges
- Reviews costs and value of each extracurricular visit

### **School Business Manager**

- Manages the letting of the school premises
- Oversees the day to day letting of the community rooms
- Maintains information systems relating to the Charging Policy

### **The Secretary**

- Manages the letting of the community rooms
- Keeps a diary of all lettings on the school system
- Completes trip feedback forms with the Year Group

- Provides information on voluntary contributions

**Year Group leaders**

- Completes trip feedback with the Secretary
- Review the cost of the trip for value for money