Stanford Infant School

Charging Policy

Purpose: To set out our policy for charging for school activities and school visits

Author: Head Teacher

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Date for review: January 2020

Approved by the Finance Committee on: 24.01.19

Ratified by Governing Body at the meeting on: 24.01.19

INTRODUCTION

This policy has been formulated from DFE Advice (Oct 2014) and Local Authority Guidance by the Head Teacher and will be reviewed on an annual basis by the School Governing Body's Finance Committee.

<u>AIMS OF THE POLICY</u>
The aims of this policy are to:
- Set out what the school will not charge for, what it will make a charge for or request voluntary contributions towards, from parents/carers.
- Clarify how charges will be determined, so that parents/carers understand why requests for payment are sometimes made for activities.

<u>ACTIVITIES WITHOUT CHARGE:</u>
There will be no charge for the following activities:
- Education provided wholly or mostly during school hours. This includes the supply of materials, books, or other equipment.

<u>VOLUNTARY CONTRIBUTIONS:</u>
The school may ask for voluntary contributions towards the cost of extra-curricular activities, such as school trips and visits. Parents/carers are under no obligation to make this voluntary contribution and children will not be treated any differently if a contribution is not made.
However, if sufficient voluntary contributions are not received for any particular activity, and there is no alternative method to make up the shortfall, then that activity may not take place. Parents/carers will be made aware from the outset of a possible cancellation to the activity/visit if insufficient voluntary contributions are received.

Exceptions will be made and charges and/or contributions will be waived for any activity under this policy for families who are eligible for Free School Meals or Pupil Premium Support and/or any families experiencing hardship. Parents/carers are asked to come and discuss this is strict confidence with the Head Teacher.