

Charging Policy

Reviewed by the Finance Sub-Committee

Date approved :5th October 2016

By : Finance Sub - Committee

Date of next review : autumn term 2017

or when requested by a member of staff or governor.

Due regard to equality issues, as stated in The Equality Act 2010 were considered when drafting this policy.

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in 'The Governors' Handbook' Section 7 2014.

In accordance with these guidelines Portway Junior School:

- will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product
- will not charge for any activities which take place in School time, apart from instrumental tuition for individual pupils or pupils in groups of up to four
- may request contributions for School-Time activities from parents and others to enable School funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions
- will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible
- may charge for board and lodgings on residential courses, and consider the specific circumstances of pupils whose parents are eligible for Free School Meals.

Portway Junior School:

- may permit organisations to charge parents when such an organisation is acting independently of the School or the LA, to

arrange an activity to take place during school hours and parents want their children to join in the activity

- may charge for activities (optional extras) which happen outside School hours when these activities are not a necessary part of the National Curriculum
- may ask parents to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

Pupil Premium funding will be used to subsidise the cost of residential trips for eligible parents. The funding will cover the total costs of board and lodgings. Parents will be notified of this arrangement in advance.

Photo-copying charges for private copying will be as follows: Black and white copies 3p per copy. Colour copies 6p per copy. Double - sided copies black and white 5p, colour 11p.

Governors will review the lettings charges levied by the school on an annual basis.

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