

Crofton Hammond Infant School  
**CHARGING POLICY**



<b>Policy approved:</b>	<b>20 November 2024</b>	<b>FGB</b>
<b>Signed:</b>	<b>S Hosmer</b>	<b>Headteacher</b>
<b>Signed:</b>	<b>W Shirley</b>	<b>Chair of Governors</b>
<b>Date of next review:</b>	<b>20 November 2025</b>	<b>Annually</b>
<b>Monitored and evaluated by:</b>	<b>Resources Committee</b>	<b>Termly</b>

## Crofton Hammond Infant School Charging Policy

In general school activities will be provided free of charge unless they fall into the categories set out in this policy. This policy only applies to charges levied by the school or the governors.

### Chargeable Activities

The school will normally charge for:

- Hire of the hall or classrooms for activities which take place wholly or mainly outside school hours, but which are not provided as part of the National Curriculum. In this case the full cost will be charged at either £5.00 for a classroom (or other small room) and £20.00 for the school hall (plus VAT if applicable) per hour, per session. Storage requirements for these activities will be charged at a rate per cubic metre allowing sufficient to cover loss of use of the space for school requirements (see Letting Policy). If refuse collection is required this will be recharged at the appropriate cost per weight.
- Although it is not normally legally possible to make a child's parent/carer pay for any damages that the child may cause, parents/carers will often meet costs of reparation if the matter is explained to them in a sensitive manner. If this becomes the case then the following code should be followed:
  - the request for payment is made directly to the parent/carer
  - the parent/carer receives a written receipt for all payments made
  - if the parent/carer pay full price for the purchase of a replacement for a book that has been defaced, the defaced book is to be offered to the parent
- **Breakfast Club** – A charge of £6.05 per child per session payable in advance which includes a choice of breakfast. The primary parent/carer of children who are in receipt of benefit based Free School Meals are exempt from payments for Breakfast Club where attendance allows that parent /carer to take up employment. These expenses are covered by the Pupil Premium funding.
- **After School Club** – A charge of £12.10 per child per session payable in advance which includes a choice of snack.
- **Charges for services** - The school will make a charge for the photocopying of some Policies, Reports and Documents, including documents relating to the Freedom of Information. 5p (including VAT) per page copied in black and white and 15p per page copied in colour will be charged for photocopying.

### Voluntary Contributions

Voluntary contributions may be sought from parents for the following reasons:

- Educational visits;
  - Any visits by the school to external events or activities must be funded by the school or from voluntary contributions. As there are frequent other demands on school funds, parental funding must be seen as a first option for these visits.
  - The school is only permitted to charge sufficient to ensure that the cost of the visit is covered (including the transaction fee of using the online payment portal), and is not allowed to deliberately charge an element of profit.
  - These visits will normally be structured to enhance the Curriculum.
- Activities of a demonstrable educational value, which would otherwise not occur due to lack of funding
  - Pupils are not to be excluded from these trips, or activities, solely on the grounds of parental hardship. Cases of individual hardship are to be treated sensitively and with care to support the children and enable them to partake in these activities. Any waivers are at the Headteacher's discretion.

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- The primary parent/carer of children who are in receipt of benefit based Free School Meals are exempt from payments for educational visits and can apply towards the costs of extra curriculum activities. These expenses are covered by the Pupil Premium funding.