



The Lancaster School

Charging Policy

Introduction

1. This charging policy has been compiled in line with DfES requirements and in accordance with the Education Act, 1996 and LCC charging policy.

School Visits and special events/activities

2a. The school may request a voluntary contribution towards the cost of a visit or special event. It will be made clear that contributions are voluntary and that children of parents who do not contribute will not be treated any differently. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

2b. Piano lessons take place with a paid peripatetic teacher. These lessons are charged at £3.00 (£1.50 for Pupil Premium children) on a weekly basis - this is at a reduced rate. It does not cover the cost of the teacher.

Hot school meals

3. The school offers hot school meals to all pupils. Where a pupil is not eligible for a free hot school meal, these are charged for at a cost of £2.20 which includes the meal itself and the transporting of the meals to school. Parents can pay for individual meals or a whole week. Members of staff are charged for hot school meals at the rate £2.64 which is inclusive of VAT at 20%.

Materials & Textbooks

4. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. These charges are up to a maximum of £10.

Telephone calls/photocopying

5. Any staff wanting to use the telephone or photocopier for their own purpose will be charged to cover any costs to school. The charge for photocopying will be 5p for B/W and 12p for colour per copy to cover the photocopy charge and the associated costs for electricity and paper. The cost for personal telephone calls will be 5p per minute and 8p per minute for national calls.

May 2017

Damage/Loss to Property

6. A charge will 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 Executive Headteacher may decide.

7. 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 as decided by the Executive Headteacher.

Passports

8. If Staff are willing they may vouch for the identity of a person for passport purposes. Staff need to own a valid passport themselves and must have known the applicant personally for at least two years. School will ask for a voluntary contribution to the school fund.

Lettings

9. The school can make its facilities available to outside 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 based upon LCC recommendations.

Lettings Mon – Fri 6:00 p.m. to 10:00 p.m. (up to 4 hours) £14.67
After 10:00 p.m. (up to 2 hours) £14.67

Lettings Sat – 6:00 a.m. – 10:00 p.m. (up to 4 hours) £21.99
After 10:00 p.m. (up to 2 hours) £14.67

Letting Sun - £14.67 up to 2 hours

Remissions Policy.

10. The Executive Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

Policy considered and accepted at the Finance Committee Meeting 8th May 2017

Signature Chair of Finance Committee

Date

Signature Chair of Governors

Date