

Charging Policy



The Lancaster
SCHOOL

Approved by:	Governing Body Miss N Haughton	Date: 16 th May 2022
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Last reviewed on:	May 2021
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Next review due by:	May 2023
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Charging Policy 2022/2023

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 as part of the curriculum

2. The school may request a voluntary contribution towards the cost of a visit or special event such as school trips, theatre visits, museum visits etc. 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.

Optional Extra Activities

3. Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, sports coaches, entrance fees and insurance. The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These include after school sports clubs, travel to sporting events, musical events etc.

Hot school meals

3. The school offers hot school meals to all pupils. Where a pupil is not eligible for a Free School Meal or a Universal Infant Free School Meal, these are charged for at a cost of £2.30 which includes the meal itself and the transporting of the meals to school. Parents can pay for individual meals or a whole week via Good Lookin Cookin (provider). Members of staff may also order and pay for meals through Good Lookin Cookin.

Materials & Textbooks

5. 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

Music tuition

6. All children study music as part of the National Curriculum. We do not charge for this.

There is a charge for instrumental tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The Local Authority or individual teacher makes a charge for these lessons.

Photocopying

7. Any staff wanting to use the 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.

Damage/Loss to Property

8. 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 Headteacher may decide.

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 Headteacher.

Passports

9. 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

10. 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 6:00–10:00pm - £19.25 (1 hr), £21.55 (2), £23.85 (3), £26.15 (4)

After 10:00 pm - £19.25 (1 hr), £21.55 (2), £40.80 (3), £43.10 (4)

Lettings Sat – 6:00am – 10:00pm - £27.75 (1), £30.05 (2), £32.35 (3), £34.65 (4)

After 10:00 pm - £19.25 (1), £21.55 (2), £40.80 (3), £43.10 (4)

Lettings Sun and Public Holidays - £19.25 (1), £21.55 (2), £40.80 (3), £43.10 (4)

Remissions Policy

11. The 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 16th May 2022

Signature Chair of Finance Committee.....

Date

Signature Chair of Governors

Date