



The Lancaster
SCHOOL

The Lancaster School Charging Policy 2025

Approved by:

Governing Body
Miss N Haughton

Date: 12.5.2025

Last reviewed on:

May 2025

Next review due by:

May 2026

Introduction

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

Voluntary contributions for activities as part of the Curriculum

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given. If appropriate and funds allow,

the school may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded and the school will provide this information on request.

Examples of activities for which a voluntary contribution may be requested, however the list is not exhaustive:

- Theatre trips
- School visits
- Museum visits
- Sporting activities which require transport expenses
- Outdoor adventurous activities
- Residential visits
- Musical events
- 'experts' in school e.g. sporting, arts, etc.

Optional Extra Activities (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, entrance fees and insurance. The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses
- after school clubs and activities which will include refreshments of a snack and a drink
- outdoor adventure activities
- visits to the theatre/ musical event
- school trips

Hot school meals

The school offers hot school meals to all pupils. This is funded for all Reception and Key stage 1 pupils through the Universal School Meal program. Pupils in Nursery who are not entitled to Early Years pupil premium are not eligible for a free hot school meal, these are charged for at a cost of £2.40 which includes the meal itself and the transporting of the meals to school. Parents can pay for individual meals or a whole week. Payments to be made through the Good Lookin Cookin website. Members of staff may also order and pay for meals through Good Lookin Cookin.

Breakfast Club

The Lancaster School runs its breakfast club in-house for Lancaster School pupils. The session runs from 7:45 – start of school. Charge is £3:00 per pupil per session.

After School Activities

Charges may be levied for additional activities provided mainly outside school hours. The charging for these optional activities will be dependent upon the costs incurred and will be at the discretion of the Governing Body, through the Headteacher. The charge to any one pupil will not exceed the actual total cost of the activity, divided by the number of pupils taking part.

Afterschool Childcare

Afterschool Childcare provision is provided by Birchwood Junior School Teaching Assistants. Cost £3 between 3:30 – 4:30 and £6 between 3:30 and 5:20 per pupil per session. Afterschool childcare is for any child in the Forest Skies Federation.

Materials & Textbooks

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. Books are provided free of charge, but additional revision guides are available, for which a charge may be made. These charges are up to a maximum of £10

Photocopying

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

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

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.

Staff Missed Appointments

If we discuss with you at a RTW (Return to work) meeting or during a wellbeing conversation an occupational health referral is recommended or required, then following this conversation a meeting is often arranged with Occupation Health. You will receive confirmation of this via an email with a set date and time that the meeting will be. These meetings are via the telephone and can be from an unknown number. If you do not take this call or miss it, there is a cost of over £100 to the school. As this is a considerable cost, a missed appointment charge will be charged to the individual.

Therefore, staff should ensure that this is indicated on their calendar or on their phone as a reminder.

Additional In-School Charges

Income from Sales

Some goods will be sold through the school with the intention of making a small profit and this often takes the form of commission. Goods include: Book Fair sales and school photographs.

Income from Donations

Occasionally, the school will seek voluntary donations from events such as non-uniform days, sponsorships etc. The purpose for which the donation will be used is explained clearly to parents and visitors.

Income from Lettings

The Governing Body review annually and set charges for the use of school premises. The School does not charge WISH for the use of the school for fund raising activities.

Remissions

In order to remove financial barriers from disadvantaged pupils, those parents in receipt of certain benefits may be offered assistance in paying for trips/activities. Alternatively, a longer period of instalments will be made available to enable their child to access the activity.

Refund Policy

Parents are informed when given information about the trip that there is not an automatic refund if their child misses a school trip due to illness or unforeseen circumstances. Refunds will not be given in cases where the school has already incurred a direct and non-recoverable cost in including the child on the trip (for example, purchase of a ticket, which can not be returned).

The refund policy does not apply to charges made for out of hours activities, which are non-refundable except in the event of cancellation by the school. Where a child drops out of a school led club or extra-curricular activity which has been paid for in advance, a refund may be considered for the unattended sessions but any such refund will be entirely discretionary.

Remissions Policy.

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 12th May 2025.

Signature Chair of Finance Committee

Date

Signature Chair of Governors

Date