

**BEVERLEY ST NICHOLAS CP SCHOOL**  
**CHARGING POLICY**

**1. INTRODUCTION**

This policy has been drawn up to conform to the requirements of the Education Act 1996 and the East Riding of Yorkshire Council Policy on Charges and Remissions for School Activities.

**2. AIM**

The aim of the policy is to establish and maintain a fair and coherent system of charging. Whilst no pupil should have access to the curriculum limited by charging the school has to operate within the constraints of the school budget.

**3. CHARGES**

It is the policy of the governing body to:

- Levy a charge for all board and lodging costs on residential visits,
- Levy a charge for activities wholly or mainly outside school hours which are NOT part of the National Curriculum, statutory religious education or in preparation for a public examination.
- Levy a charge of £2.30 per school meal.
- Levy a charge of £45 per term for instrumental tuition, reviewed annually. Exception, if uptake will not cover the charge from Music Service, parents will be asked prior to signing SLA to agree to a higher charge.
- Levy a charge of £2.00 per session for Breakfast club, pupils in receipt ever 6 pupil premium funding not to be charged.
- Levy NO charge in respect of books, materials or equipment provided in connection with the National Curriculum, statutory religious education or in preparation for a public examination, except where parents have indicated that they wish to purchase the product.
- Request voluntary contributions from parents in advance for school activities for which compulsory charges cannot be levied. The school activity will only be provided if there is sufficient voluntary funding, whilst ensuring that no student is excluded by reason of inability or unwillingness to make a voluntary contribution. Any insurance costs will be included in charges for trips and activities.
- Seek payment from parents for damages to or loss of school property caused wilfully or negligently by their children.
- Delegate to the Chair of Governors and Headteacher the determination of any individual case arising from the implementation of this policy.

**BEVERLEY ST NICHOLAS CP SCHOOL**  
**CHARGING POLICY**

**4. SCHOOL MEALS**

Parents will be charged per pupil meal of £2.30, the charge is generally in line with the recommended price by the Local Authority. Meals are payable weekly, request payment to be sent in every Monday. Parents will be notified of any arrears and letters will be sent stating a home packed lunch must be provided.

Universal Infant Free School Meals are not chargeable and are available to pupils in reception, year one and year two.

Adult meals are charged at the rate recommended by the Local Authority

**5. SCHOOL VISITS**

Charges in the form of voluntary contributions may be requested from parents for visits which take place during school hours. No pupil may be excluded from the visit because of inability or unwillingness to pay but the school is entitled to cancel the visit if the cost is not met by voluntary contributions.

Visits which take place mainly outside school hours are chargeable but must not be for more than the cost of the visit and can include: travel, board and lodgings, materials, books and other equipment, Support staff costs and Teaching staff costs, a preliminary visit if required and insurance costs.

School Hours are calculated using the 50% rule

Where LESS than 50% of the visit time is outside school hours (sessions) then it can be charged for as optional extra requiring voluntary contributions.

Where MORE than 50% of the visit is outside school hours (sessions) then it can be charged in full as an optional extra.

The school will seek external funding for families on free school meals to contribute towards the cost of the year 6 residential visit. All families will be given a payment card to make regular payments for the residential visit.

**6. CHARGES FOR DAMAGES TO OR LOSS OF SCHOOL PROPERTY**

If a pupil wilfully, or through negligence, causes damage to school property then payment will be sought from parents.

The appropriate teacher will fully investigate the incident. The normal behaviour route should be followed remembering that the repayment is not punishment but an incurred cost, so should be included along with other appropriate sanctions. The member of staff should contact the parents

**BEVERLEY ST NICHOLAS CP SCHOOL**  
**CHARGING POLICY**

informing them of the incident and the cost required to pay to repair the damage.

The School Business Manager should be informed so they can invoice the parents. The invoice should be paid within four working weeks.

Parents will be given the option of contacting the school during the first week of receiving the invoice, to negotiate a regular payment scheme over an extended period of time.

In exceptional cases of financial difficulty, the School Business Manager may seek permission from the Headteacher to set a nominal amount, rather than the actual cost of repair or replacement.

If parents do not meet agreed payments after two warning letters, then a formal letter will be sent by the Headteacher giving parents an agreed time to pay or to make an appointment to discuss a way forward.

**7. CHARGES FOR USE OF SCHOOL FACILITIES**

The school may make charges for personal telephone calls made through the school's telephone system. The use of school provided mobile phones for personal calls is strictly prohibited unless in the case of dire emergency.

The school makes charges for personal photocopying and printing.

A4 white single side	10p	A4 coloured single sided	15p
A4 white double sided	8p	A4 coloured double sided	10p
A3 white single side	15p	A3 coloured single side	20p
A3 white double sided	20p	A3 coloured double sided	25p

The costs are inclusive of VAT, which is deducted when income is paid into the school budget. The income raised from this is used to reimburse the relevant expenditure account.

**8. CLUBS**

Where clubs are run by teachers, the school may request a contribution for materials used.

Where clubs are run by external providers, the invoice received from the supplier will be paid from the school fund and an equal share requested from the parents of the children participating in the club. The costs levied are for a whole term and passed to parents in full, irrespective of whether their child attends the complete course or not.

**BEVERLEY ST NICHOLAS CP SCHOOL**  
**CHARGING POLICY**

**9. MUSIC LESSONS**

The cost of the music tuition provided by the East Riding Music Service is passed to parents. Parents will be given the opportunity to pay for lessons on a weekly basis or in advance for the whole term. The charges are £45 per term

or £4.50 per week. A terms notice must be given in writing by the parents to the school office, if the pupil withdraws midterm, full payment is still required for the academic year.

**10. LETTINGS**

The use of school premises for lettings falls into two categories, Direct Community Use which is handled by the Local Authority and Private Lettings. All forms for Direct Community Use will be signed by the Headteacher and passed to the Local Authority. Charges for private lettings will be levied in accordance with the scale of charges as set out for direct community use.

**11. BANKING AND COLLECTION OF INCOME**

- Income will be banked in accordance with ERYC procedures.
- Receipts will be issued in accordance with ERYC procedures.
- School Fund income will be banked promptly in accordance with school procedures.
- Records will be kept of all income due.
- Cash and cheques are locked away to safeguard against loss or theft.
- Income banked is reconciled on a monthly basis.

Approved by Governors: April 2018  
Review Date: April 2019