



Policy:	Charging Policy
Approved:	November 2022
Latest version:	November 2024
To be reviewed:	November 2025

ST. JOHN'S CHURCH OF ENGLAND (Aided) PRIMARY SCHOOL

Charging Policy

Aim

At St John's C E (A) Primary School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and use of our facilities.

Key Responsibilities

Governing body:

- will review and amend the charging policy;

Headteacher

- will be responsible for drafting proposals for charges
- will provide information requested by the Resources Committee

Senior Administrative Officer

- will provide effective financial administration enabling efficient budget management by the Headteacher

Users

- will abide by the terms and conditions of the booking and hiring contract

Principles

- we may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity based on non-contribution however, we will require 80% contributions (excluding disadvantaged pupils) to make the activity financially viable and avoid an impact on the wider school resources.
- support is available towards part or all the cost of activity where there are financial difficulties
- we may charge where it enables the school to increase / enrich our non-statutory extra curricular provision.

Charges

1. Offsite curricular activities

A voluntary contribution not exceeding the actual cost will be requested.

2. Offsite enriching activities

Excluding vulnerable pupils, where an activity is an enrichment the cost of the activity will be requested.

3. Onsite activities

Musical instrument teaching

The cost of instrumental lessons to individuals or small groups will be met through a combination of subsidy from the school's budget and charges to parents. Charges are set on an annual basis and paid annually in advance. Parents will be expected to hire or buy their child's own instrument, some instruments may be available for hire from Hampshire Music Service.

Theatre Visits

We regularly host visits from touring theatre groups, these visits are arranged to enrich the learning experience of the pupils. A voluntary contribution is requested from parents towards the cost of these visits.

Residential study visits

A charge not exceeding the total cost will be made for specialist tuition and residency fees and a voluntary contribution requested towards the cost of travel.

3. Letting of premises

The annual charges are set on the basis of the County suggested rates. The conditions of hiring and booking are laid down in the contract. This includes the hiring of the hall, eco library and the MUGA.

4. Charges for services

Details of charges for photocopier and telephone facilities are available from the school office.

5. Charges for damage

Parents are expected to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children. The school reserves the right to pursue non payment.

Arrangements for part or full remissions of charges

On application to the Headteacher, the Governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges.

Parents who have contributed voluntarily maybe eligible for a partial refund if their child is unable to take part in a trip through illness but the refund will not include any upfront costs that the school has paid in advance including the contribution towards transport.