

Appendix 3 – Part of the Finance Policy 2019-2020

CHARGING POLICY

Introduction

This policy has been formulated in accordance with Department for Education guidance on Charging for Schools.

Aim

The aim of this policy is to set out how charges are applied to parents in relation to school activities, uniform and equipment.

The Tapscott Learning Trust is responsible for determining the content of the policy and the Local Advisory Board (LAB) and Head Teacher for each respective school for the implementation of this policy.

The Tapscott Learning Trust recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, educational visits and residential experiences can make towards pupils' personal and social education. The Trust aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school.

The Tapscott Learning Trust believes that no child should have his / her access to the curriculum limited by charges. Therefore, pupils will not be charged for activities that support the broad and balanced curriculum provided by each of the schools. The schools, from time to time, will ask parents to make a voluntary contribution to activities or educational visits. This will only happen if the school has itself incurred a charge. Pupils will not be discriminated against if they do not contribute. However, if enough contributions are not received, this may result in the activity or visit being cancelled.

Charges

The school will only charge for specific activities. These include:

- Before and after school including clubs
- Breakfast Club
- After school care
- Residential visits (to cover board and lodgings)
- Breakages
- School Uniform
- Lost or damaged books

Before and after school including clubs

These are not part of the education provided during school hours. This is part of the extended provision. Schools may need to charge for these provisions and this will be agreed at each school's Local Advisory Board (LAB).

Breakfast Club

Parents are asked to pay a charge per day for breakfast club. The cost of the club will be set by the LAB and charges will relate to running costs at said schools.

After School Care

Schools may run child care clubs as part of their extended provision. The charges will relate to running and overhead costs and will be set and reviewed by the LAB and reviewed yearly.

Residential

The only charges made to parents are for charges incurred by the school which may include board, food and/or activities. Parents eligible for Free School Meals will have a reduction for Residential trips, subject to the cost of the visit.

Breakages

In cases of willful or malicious damage to equipment throughout the school, the school will make a charge. Each incident will be dealt with on its own merit and at the discretion of the Headteacher / Head of School.

School Uniform

The uniform list provides examples of uniform and colours for the school. Items with school logo are sold at school or agreed distribution points. A list of items and prices is available at the school office and also in the School Prospectus. All other items and non-logo uniform can be purchased outside school in order for parents to obtain best value. The school will supply essential protective clothing when necessary e.g. safety goggles.

Lost and Damaged Books

If a child has lost a reading or library book then parents will be asked to make a contribution determined by the school towards replacement depending on the original cost of the book. If a book has been damaged we will endeavour to repair it. However, if it is not repairable then a contribution will also be asked for.

Additional Support

The school may be able to offer additional financial support for parents/families that find it hard to meet the cost of additional activities. This will be dealt with in confidence, case by case. If you require additional support parents should meet with the Headteacher / Head of School who will consider the needs presented.

Publication of Information

This policy can be found on the Trust's and school's website and hard copies are available from Main Reception for parents to view.

Review and amendments

This policy will be reviewed annually by the Trust who may, from time to time recommend amendments to the categories for which a charge maybe made.

Any changes will be brought to the full Board of Trustees. However, TTLT reserve the right to review the Charging Policy when necessary.

Lettings Policy

Each of the schools in the Trust has a **Lettings Policy** which must be applied.