

Trust Charging Policy

Author	Trust Business Manager
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Approved By	SGET Head's Board
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1.0 Introduction

We believe in the highest quality of provision for our pupils and we always aim to allocate resources to ensure that good value for money is achieved.

The aim of this policy is to set out clearly and concisely what charges and/or voluntary contributions will be requested for activities provided by the Trust and where and in what circumstances these charges can be avoided or reduced.

2.0 Basic Principles

No charges will be made for resources that are required for the general delivery of the National Curriculum unless the child's parent wishes him/her to own them. This includes the provision of items such as textbooks, exercise books and equipment.

3.0 Optional Extras

Academies within the trust will charge for a range of optional extras, this will include:

- Activities provided outside school time that are not an essential part of the National Curriculum or religious education.
- Examination entry fees where the pupil has not been prepared for the examination by the school.
- Board and lodgings for pupils on residential visits that are an essential part of the National Curriculum
- Revision guides, past papers and study guides will be purchased by the school, where appropriate, and then made available for parents to purchase from the school. In some subjects (e.g. English) it may be that children would benefit from annotating and making notes in a copy of a studied text. As a result, children would benefit from their own copy of the text in question if they wish to do this. Further details can be obtained from your child's subject teacher.

4.0 Cooking

Students need to provide their own ingredients for cooking and other materials. Where the school must provide some of these ingredients/materials, the cost will be passed on to parents.

5.0 Music Lessons

Music lessons will be chargeable provided that the tuition is provided at the request of the pupil's parent.

6.0 Voluntary Contributions

Where it is not possible for certain activities to take place within the usual school resources, we will ask that parents contribute towards the cost of that activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to this request; however, where there are not enough voluntary contributions to make the activity possible, it will not take place and this will be clear in communications.

The trust is keen to encourage teachers to provide activities which will motivate and widen the interests of our pupils and therefore it urges parents to support these activities through voluntary contributions. While these activities are often not essential for a child's education, it is felt that the additional stimulus to learning which they provide is of very great value.

7.0 Residential and non-residential visits directly related to the National Curriculum.

Where an activity takes place that is part of the National Curriculum it is not possible for academies within the trust to charge for these activities; although, we are able to ask for voluntary contributions (see section 6.0). If such trips are residential however we will charge for board and lodgings.

8.0 Damage/Loss to Property

In the unlikely event that a student damages or loses school property (or property belonging to a third party where the cost has been charged to the school), the school may make a charge to the student's parents for replacement or repair.

9.0 Overseas and Reward Trips

Visits and trips taking place largely outside school hours, not directly related to the National Curriculum or where charges are raised by a third party (e.g. those made by travel companies for overseas trips etc.) are all activities that the school considers to be optional. Charges to parents will not exceed the actual cost of running the trip; however, they will often include a small

amount for contingency costs. It is possible that overheads may be included within final cost such as equipment or resources to support activities on that trip, insurance costs or to pay for supply staff where necessary. The trust is committed to make these activities as accessible as possible and therefore these costs will always be kept to a minimum.

Participation in these activities will be based on parental choice and a willingness to meet the charges.

10. After School Clubs

Clubs are offered to pupils for various after school clubs. Attendance is voluntary so payment is required for the pupil to attend. Individual schools may offer pupils who qualify for pupil premium certain free/reduced cost attendance. Parents should speak to the Headteacher at each school to clarify local decisions and costs prior to signing their child up to attend these sessions.

11. Wrap around / CHAMPS / Breakfast Club

Parents are invoiced for the use of these facilities monthly. Payment is required to attend these sessions. Individual schools may offer pupils who qualify for pupil premium certain free/reduced cost attendance. Parents should speak to the Headteacher at each school to clarify local decisions and costs prior to signing their child up to attend these sessions.

12. Nursery

Non-funded nursery hours are invoiced to parent/carers monthly and payment is required as per payment terms. Charges are detailed in nursery information packs from schools when booking places.

13. Transport

Lacon Childe provides a voluntary chargeable minibus service for pupils who do not qualify for free school transport from their respective Local Authority. Costs are reviewed each September for this service.

14. Basic principals

Where charges for activities are made, they will not exceed the actual cost of running the activity. Any charges will not subsidise the cost of pupils whose parents refuse or unable to pay. The school will make reduced cost arrangement for pupil in receipt of pupil premium.

Parents are encouraged to provide their children with basic stationery such as pencils, pens etc. The trust can often get good price reductions of a range of stationery items and literature such as revision guides etc. The school is happy to sell these onto pupils if they wish to buy and own them.

15. Implementation & Communication Plan

The Trust's Charging Policy shall be monitored through the Heads' Board and Implemented by the Trust Business Manager and Finance Team . Monitoring will review whether all children have equality of opportunity in terms of access and outcome throughout all aspects of school life.

17. Further sources of information/references

[Department for Education, Charging for School Activities](#)

May 2018