



## **Charging Policy**

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

### **Remissions Policy**

- The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil or all pupils, if it feels it is reasonable in the circumstances.
- The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

### **School Trips**

- Day Trips. No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

### **Residential trips**

- Essential. For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
- Non-essential. For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied up to the full cost of the trip including contingency and school administrative costs.
- School trips are funded through parents either paying by cheque, cash or online via the SIMS Agora system.

### **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. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in

some subjects, additional revision guides are available, for which a charge is made.

### **Music Tuition**

- Brass instrument tuition is provided by Creative Brass run by Mrs Bexon. Charges are levied by Mrs Bexon for instrument hire and tuition.

### **Activities Outside School Hours**

- No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied.

### **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, or such lower cost as the Headteacher may decide.

### **Voluntary Contributions**

- Where the school cannot levy charges, the school may request or invite parents to make a contribution towards the cost of the trip which may include specific costs in relation to pupils with special needs. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

## **Other charges**

- The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

## **Catering**

Romiley Primary School's meals are provided by Taylor Shaw Ltd.

- All meals for children in Reception, Year 1 and Year 2 are free via the Government Universal Free School Meals for Infants scheme.
- Parents of children in Years 3-6 are able to pay for school meals in two ways:-
- By cash or cheque payable to Romiley Primary School
- Online via the SIMS Agora system. The payments are received into the school bank account and recorded against the pupil account. The SIMS Dinner Money module then reconciles payment and meals taken.

## **School Uniform**

- Romiley Primary School uniforms may be purchased from M Warren which is located in Chadkirk Business Park. The school does not receive commission on uniform.

Adopted 08/10/14