

## CHARGING POLICY

*This Charging Policy informs staff and parents about charging for School activities.*

*It conforms to the requirements of the Education Act 1996.*

In accordance with these guidelines Greenbank School :

- Will not charge for books, materials, equipment and instruction in connection with the curriculum taught at school, except where parents have indicated in advance their wish to purchase the product.
- Will ask parents to pay the cost for replacing damaged or lost school property caused wilfully or negligently by their children.
- Will not charge for the transport of pupils.
- May charge for school time activities by inviting parents and others to make voluntary contributions to enable school funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- May charge for board and lodgings on residential courses which take place mainly in school time, except for pupils whose parents are receiving: Income Support; Income-based Jobseeker's Allowance; support under Part 6 of the Immigration and Asylum Act 1999; Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190 for the year 2013-14); the guaranteed element of State Pension Credit; an income-related employment and support allowance. The Headteacher will inform parents of the right to claim free activities if they are receiving these benefits.
- May charge for activities (extended services), which happen outside school hours when these activities are not necessarily part of the curriculum.
- May remit part or all of the charges for those children whose parents meet certain pre-determined criteria.
- May permit organisations to charge parents when such an organisation is acting independently of the School, to arrange an activity to take place during school hours and parents want their children to join in the activity. Parents must then ask the school to agree to their child being absent.

- Will charge staff for personal phone calls (at a rate of 10p for standard calls and as per itemised bill for long-distance or mobile phone calls).
- Will charge staff for personal photocopying (at 5p per black and white copy and 10p per colour copy).

<i>Date Written :</i>	<i>April 2015</i>
<i>Date approved by Governors :</i>	<i>July 2015 - Mrs Mary Hyde</i>
<i>To be Reviewed in:</i>	<i>April 2019</i>
<i>The person responsible for monitoring this policy statement and monitoring and evaluating its implementation is:</i>	<i>Mr. Liam Lewis - Business Manager</i>