



Charging Policy

This policy is based on Circular 2/89, which outlines DfE policy on charging. It should be read in conjunction with the Health and Safety Policy and the Equality and Diversity Policy.

This Policy was first written in March 1996 and has been reviewed annually since then. It will continually to be reviewed annually in June.

Aims:-

- To ensure that every pupil in the school has access to the whole school curriculum and that this access is not limited by the imposition of charges.
- To make the provision of activities and visits which are not part of the schools curriculum accessible to as many pupils as possible.
- To ensure that where charges have to be levied they are clear and fair.

Guidelines:-

1. No pupil will be charged for his or her weekly curriculum visit. If a visit is made to a place of interest where a charge is levied then parents may be asked for a voluntary donation. Similarly if a visit involves a visit to a café or the use of public transport parents will be asked to make a donation for this.
2. No pupil will be excluded from such a visit because his or her parent has not made a voluntary contribution. If this occurs school fund will cover the costs.
3. For residential visits the cost will be worked out per child and parents then asked to make a donation for that amount. Parents will also be asked to contribute towards the costs of transport. If the cost of a child's stay is very high school fund may subsidise this and this subsidy will be made equally to all pupils involved in the visit.
4. Parents will be asked to pay a contribution £10 a term towards transport to the swimming at Tynemouth Pool. This is a voluntary contribution and children will be able to swim whether parents pay or not.
5. In accordance with legislation no charges will be levied for residential visits where parents are on income support and the visit is in school time.
6. The Duke of Edinburgh's award group may fund raise for its own residentials which occur more frequently than for other pupils.
7. Even given the guidelines above it will be possible for any parent to discuss concerns about their individual circumstances with the

Headteacher, or Deputy in her absence. These discussions will be confidential as will the fact that the school has agreed to fund a specific pupil.

8. Parents will be given clear details of the costs of any visit including the expected pocket money if any. No added charges will be imposed after agreement has been reached.
9. All visits will be covered by Insurance organised and funded by the school. This does not preclude parents taking out their own insurance should they wish.
10. The school will fund exam fees.
11. No charges will be levied for food technology resources even where the pupil takes the items home. Parents may be asked to provide some ingredients.