

<b>School Policy</b>	
<b>School</b>	St Martins School
<b>Name</b>	Charging Policy
<b>Statutory Policy</b>	yes
<b>Members of Staff Responsible</b>	Headteacher /SLT.
<b>Date of Review of current document , term / year</b>	Summer 2021
<b>Review Cycle</b>	2 Years
<b>Website</b>	Yes
<b>Approval body.</b>	Local Governing Body
<b>Legislation/ dfe guidance doc.</b>	Charging for school activities dfe May 2018
<b>Trust policy</b>	No
<b>Stakeholders; staff / students / parents / community</b>	<b>staff / students / parents / community</b>
<b>Other policy to be taken account of</b>	

### Statement of Intent

The Governors are committed to offering all students the opportunity to experience learning outside the classroom regardless of their circumstances or ability.

No student should be excluded from an activity simply because his or her parents are unwilling or unable to pay. Where the individual cost of an activity is low the Headteacher may allow remission of the charge but where insufficient voluntary contributions are raised to fund the activity, then it must be cancelled.

### Charges for School Activities

There are some circumstances in which legislation allows a charge for school activities and the Governors have decided that they should be made as follows:

- any materials, books, instruments, or equipment, where the child's parent wishes him or her to own them;
- optional extras (see below); and
- music and vocal tuition provided by external services.

The school will also seek to recover costs of replacement for breakages or other damage done to school property resulting from a student's behaviour. The charge is usually a contribution towards costs, which reflects the nature of the behaviour leading to the loss or damage.

## Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or fails without good reason to complete the public examination’s requirements; or
  - c) part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- examination result appeal(s). The school will refund the fee if the appeal is successful.
- transport that is not required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education; and
- board and lodging for a student on a residential visit.
- library books not returned after a reasonable period.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- support staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Governors are committed to providing enrichment activities for all students in the form of homework club or PE clubs. These are normally not charged for and are provided by staff when available.