**Charging Policy**

**HUMBERSTON CLOVERFIELDS ACADEMY**

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| **Approved by:** | C Spruce | **Date:** September 2019 |
| **Last reviewed on:** | September 2019 |
| **Next review due by:** | September 2022 |

1. **Introduction**
	1. All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities such as individual or small group music tuition.
2. **Aims and Objectives**
	1. The aims of this policy will:
* Set out what the Academy will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;
* Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities; and
* Clarify how charges are determined for the private use of equipment and resources.
1. **Voluntary contributions**
	1. When organising Academy trips or visits to enrich the curriculum and the educational experience of the children, the Academy may invite parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.
	2. The following is a list of additional activities, organised by the Academy, which may require voluntary contributions from parents and carers. These activities are known as "optional extras". This list is not exhaustive:

Visits to museums;

Fieldtrips and research visits;

Sporting activities which require transport expenses;

Outdoor adventure activities;

Visits to or by a theatre company; and

Musical events.

1. **Residential Visits**

4.1 Schools cannot charge for:

* Education provided on any visit that takes place during school hours
* Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education; and
* Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can charge for:

* Board and lodging and the charge must not exceed the actual cost.
1. **Music Tuition**
	1. Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for
	2. Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.
	3. Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).
	4. Charges will be made (when appropriate) for musical/vocal tuition in line with Music Service charges (at no profit to school).
2. **Swimming**
	1. The Academy organises swimming lessons for children in Key Stage 2 (normally in Y4). These take place in school time and are part of the National curriculum. We make no charge for this activity, but we may ask for a contribution from parents and carers towards the cost of transport. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.
3. **Sports Coaching**
	1. All sporting activities that are part of the national curriculum are provided at no extra charge to parents or carers.
	2. After school sporting activities are provided at no extra charge to parents and carers, but a voluntary contribution may be requested to cover transport costs.
4. **Examinations**
	1. No charge is made for entry for a prescribed public examination, if the pupil has been prepared for it at the Academy; and
	2. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the Academy.
5. **Academy Uniform**
	1. Humberston Cloverfields Academy has a uniform of green cardigans/sweatshirts with other pupils’ uniform requirements in either grey or black. Sweatshirts, cardigans and polo shirts with the Academy logo are available to purchase from local suppliers. Book bags and PE bags with the school logo are available to buy from the school office.
	2. Academy uniform, without the Academy logo, can be purchased from any source and is acceptable within the Academy as long as the colours are in line with the Academy uniform and are not covered in trademark logos.
6. **Spoiled, Lost or Destroyed Resources**

10.1 The Academy reserves the right to ask parents and carers for a donation towards the cost of replacing a lost resource (eg repeated loss of a reading book) or a destroyed resource in or out of school. This cost will be nominal and used to highlight the seriousness of this loss and lack of care. This will be judged on an individual basis.

1. **Photocopy and Telephone Charges**
	1. The private use of Academy items, such as photocopier and telephones is permitted on request, by Academy staff, governors, parents and carers as follows:
		* The use of the Academy telephone for private calls is permitted on request in emergencies, for both staff, governors and parents and carers. In the case of staff and governors, there will be no charge, but the Academy reserves the right to make a request for a donation from parents and carers depending on the situation
		* Calls to international numbers are not permitted except in exceptional circumstances
		* The private use of the photocopier for staff and governors is allowable with no charge being levied for one or two copies. However, for larger quantities a request for a donation may be made
		* Copies being requested under the Freedom of Information Act will be charged at 10p for black and white copies and 20p for colour copies inclusive of VAT
2. **Community Use Charges/Private Lettings**

12.1 Any requests received in writing for Community Use are considered on an individual basis; costs are agreed at the time that written requests are received.

1. **Monitoring and Review**

This policy is monitored by the Academy Improvement Committee and will be reviewed every three years or sooner if necessary.