

# Kempsford Church of England School (Voluntary Controlled)

## Charging Policy

Category	Policy
Version	2.0
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Owner	Resources Committee
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This is the finance policy of the school. It is controlled by the resources committee (RC), signed off by the Full Governing Body and must be adhered to and implemented by all parties mentioned within the document – notably the Head Teacher, School Bursar, and responsible Governors.

**RC Approved**

**Document History**

Version	Date	Comments
1.0	May 2002	Approved by S&F Committee March 2002
2.0	February 2013	Inclusion of extended service provision Reformatting of document to new document template
3.0	February 2016	Update of Breakfast Club to Wake & Shake, and re-write of the charging policy for this club. Addition of policy on school hall rental
4.0	September	Update of Preschool charging policy and Breakfast Club
5.0	July 2018	Update of charging provision for breakfast and after school club provision

**Document Control**

Approved:
Signed by Ruth Gray for the resources committee
Next scheduled review date end June 2018

# Introduction and Scope

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The full Governing Body of Kempford School has decided that until further notice its policy will be as follows:

## 1 Day Visits

For visits occurring during school time, the school will invite a voluntary contribution from parents to meet costs. For visits outside school times, parents will be charged for all allowable costs\*. Charges may be waived or reduced for children whose parents make application to the Head Teacher.

## 2 Residential Visits during School Time

The school will invite voluntary contributions from parents to meet costs other than children's board and lodgings. No charge for board and lodgings will be made for children whose parents are receiving Income Support or Family Credit, or other relevant state benefits. Charges may be waived or reduced for children whose parents make application to the Head Teacher.

## 3 Residential Visits outside School Time

Parents will be charged for the full cost of the visit, including all allowable costs\* and board and lodging. Charges may be waived or reduced for children whose parents make application to the Head Teacher.

\* **Allowable costs include:**

- a) The pupil's travel and subsistence costs.
- b) Materials, books, instruments and other equipment.
- c) Non-teaching staff.
- d) Costs of teaching staff where separately engaged under a contract for services for the visit or the activity.
- e) Entrance fees to museums, castles, theatres etc.
- f) Insurance costs.

## 4 Extended Services

### *4.1 Breakfast Club*

A fixed hourly rate will be set for each Breakfast Club session. No discount will be available for children who only attend part of an hourly session.

### *4.2 After School Club*

A fixed hourly rate will be set for each After School session. In addition, an extra charge will be made for those children for whom a meal has been requested by their parent or guardian. No discount will be available for children who only attend part of an hourly session.

The fixed hourly rate will be reviewed periodically by the Staffing & Finance Committee and is designed to recover all costs such that the After School Club is not subsidised by the school's central budget. In the event that a surplus arises from After School activities, this surplus will be used to enhance the Extended Services Provision, and the fixed rate will be reviewed.

#### ***4.3 Other School Clubs***

School Clubs run for the benefit of the whole (e.g. choirs, sports teams) and run by teaching staff whether during or after school's hours will be provided free of charge or by voluntary donation as appropriate.

All other School Clubs will be run at the fixed hourly rate as determined for After School Club provision.

#### ***4.4: School Hall rental***

The school hall may be rented to community groups at the discretion of the Head teacher at an hourly rate agreed by the RC. This must be booked in advance with the school office. The Head Teacher reserves the right to refuse rental to any individuals or groups if it is felt appropriate to do so.

#### **4.5: Preschool attendance**

Preschool bookings and payment are to be completed through Scopay, the school's online booking system. Payment is to be made in advance of attendance. Child Care vouchers can be used as payment for places.