



## **School Charging Policy**

September 2024

Elmbridge Primary School  
Charging Policy

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**Document control and record of amendments**

Version	Reason for amendment	Sections amended	Amended by/date	Reviewed by/date	Approved by /date
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5.0	Revision of funding of trips for pupil premium pupils	Residential Visits during School time Residential Visits outside School time Allowable Costs Appendix 1 Appendix 2	P Riddle 7 <sup>th</sup> October 2019	SLT 7 <sup>th</sup> October 2019	Governing Body 14 <sup>th</sup> October 2019
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## Introduction

This Charging Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body's Finance Committee.

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

### **Philosophy**

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### **Day Visits**

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

### **Residential Visits during School Time**

The school will invite voluntary contributions from parents to meet costs other than children's board and lodgings. Parents will be charged for the full cost of children's board and lodgings. Children who are in receipt of Free School Meals will qualify for a 50% discount. As with other activities, if there are insufficient voluntary contributions, the visit may be cancelled.

**Residential Visits outside School Time**

Parents will be charged for the full cost of the visit, including all allowable costs\* and board and lodging. Children who are in receipt of Free School Meals qualify for a 50% discount.

### Allowable Costs

\*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 activity
- e. entrance fees to museums, castles, theatres, etc.
- f. insurance costs
- g. classroom Materials \*\*

\*\* No charge will be made for materials or equipment. For certain practical activities (Technology, Cookery, etc.) parents may be invited to make a voluntary contribution towards materials and ingredients or provide such if necessary. Parents of children in receipt of Pupil Premium will not be expected to pay the full contribution unless they are in a position to or can make a smaller payment. No child will be excluded from participating in the DT/cookery lessons.

This money will allow pupils to bring home the items they make during the DT/cookery lessons.

### Appendix 1: Free School Meals (FSM) Definition

Families can apply for Free School Meals\* if they are in receipt of the following:

- Income Support
- **Income-based** Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit, **provided you are not entitled to Working Tax Credit**, and have an annual gross income of no more than £16,190
- Working Tax Credit 'run-on' – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – (provided you have an annual net earned income of no more than £7400 as assessed by earnings from up to three of your most recent assessment periods)

\* This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals not in receipt of Pupil Premium.

Parents/carers should initially apply for free school meals via the Gloucestershire County Council citizen portal:

<https://emsonline.gloucestershire.gov.uk/CitizenPortal>

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**Appendix 2: Parent/Carer Application Form for Financial Assistance**

Name of child:	Year group:	Child's class:
Funding required for:		
Reason for requested funding:		
Cost of event/ activity:	Requested amount of funding:	
Parent/carers name:		
Parent/ carers signature:	Date:	

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School to complete and return to parent/carers

Name of parent/ carer:	Name of child:
Request:  Agreed <input type="checkbox"/>  Declined <input type="checkbox"/>	If agreed, amount to be funded:
Staff signature:	Date:

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