



## Charging Policy

May 2022

Version	Date	Author	Status	Summary
1.0	June 2017	A. Padday		
2.0	May 2019	A Padday		
3.0	Mar 2021	A Padday		
4.0	March 2022	A Padday		

Reviewed By: Resources and Personnel Committee

Date of Review: May 2022

Expiry Date: May 2023

## **Aim**

At Southwood Infant School, we aim to make appropriate charges, which enable and encourage the development of a wide range of enriching activities and use of our facilities.

## **Principles**

- We make no charge for National Curriculum and related activities in school time.
- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution.
- Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of Income Support or Family Credit.
- We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time.
- We support the development of all community groups' use of school facilities through a flexible charging approach.
- We offer minimum cost of facilities for non-profit making community activities
- We raise income for school from local groups' use of facilities
- We offer care-taking services to users.

## **Key Responsibilities**

### **Resources Committee**

- Will review and amend the Charging Policy annually on behalf of the Governing Body.
- Will review annually the charges for supplies and services and will monitor whether actual income is in line with anticipated income.

### **Headteacher/Administration Officer**

- Will be responsible for drafting proposals for charges.
- Will provide reports on the usage for the Resource Committee.

### **Administrative Officer**

- Will provide effective financial administration enabling efficient budget management by the Headteacher.
- Will manage the letting of school premises.
- Will maintain efficient and effective information systems.

## **Procedures**

1) **Off Site Extra Curriculum Activities** - A voluntary contribution not exceeding the actual cost will be requested.

### **2) On Site Activities**

#### **Curriculum Enriched Activities**

**Music Instrumental Teaching** - Class based specialist teaching will be provided free of charge. Parents will be expected to hire or buy their child's own instrument, some instruments may be available for loan from Hampshire Music Service.

**Extra Curricular Clubs** - A charge may be levied for participation in extra curricular activities to meet the cost of materials and staffing as needed.

- 3) Letting of Premises** - The charges are set out in the schedule attached to the “Model Conditions of Hire” Policy on the basis of the County suggested rates. In some circumstances the Governing Body may offer a discounted rate if the letting is for more than one hour. The Minutes of the Resources Meeting will reflect any such decisions. The conditions of hiring and booking are laid down in the contract.
- 4) Arrangements for Part or Full Remissions of Charges** - The Governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the Headteacher. The Resources Committee will be informed in general terms of the total provided for each activity.

The Governing Body supports the development of all community groups use of the school through a flexible charging approach. This may include offering reduced rates for up to one month in order to assist a new group and would be negotiated with the Headteacher.