



Our vision

Challenging expectations and sharing success

Waverley School

Charging Policy Document

Governors policy

<b>Name of School</b>	Waverley School
<b>This policy was drafted on</b>	April 2006
<b>Amended</b>	October 2009
<b>Amended</b>	May 2012
<b>Amended</b>	May 2013
<b>Amended</b>	May 2014
<b>Amended</b>	May 2015
<b>Updated</b>	July 2016
<b>Updated</b>	May 2017
<b>Updated</b>	October 2017
<b>Updated</b>	May 2018

<b>Finance Meeting</b>	<b>This policy was agreed at the 16<sup>th</sup> October 2017 Finance meeting</b>
<b>Finance Meeting</b>	<b>This policy was agreed at the 21st May 2018 finance Meeting</b>

The charging policy informs staff and parents about charging for school activities. It conforms to the requirements of the guidance detailed by the Department of Education (DfE), via the Governors Handbook, dated [January 2017](#).

['Governance Handbook For academies, multi academy trusts and maintained schools, January](#)

2017' and Charging for school activities, Departmental advice for governing bodies, school leaders, school staff and local authorities October 2014'.

In accordance with these guidelines 'Waverley School'

- This Charging Policy informs staff and parents about charging for School activities.
- Will not charge for books, materials, equipment and transport provided during school hours by the Council (LA) or by the school to carry pupils between the school and an activity.
- Will not charge for any activities which take place in School time, apart from instrumental tuition for individual pupils or pupils in groups of up to four.
- May charge for School-Time activities by inviting parents and others to make **voluntary** contributions to enable School funds go further. Children of parents who do not contribute will not be treated differently from those who do make contributions
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- **May charge for board and lodgings on residential courses, except for pupils whose parents are receiving:**
  - Universal Credit in prescribed circumstances
  - Income Support (IS);
  - Income Based Jobseekers Allowance (IBJSA);
  - support under part VI of the Immigration and Asylum Act 1999;
  - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
  - the guarantee element of State Pension Credit;
  - an income related employment and support allowance that was introduced on 27 October 2008.
- The Headteacher will inform parents of the right to claim free activities if they are receiving these benefits.
- May permit organisations to charge parents when such an organisation is acting independently of the School or the LEA, to arrange an activity to take place during school hours and parents want their children to join in the activity.
- May charge for activities (optional extras), which happen outside School hours when these activities are not necessary part of the National Curriculum.
- Parents are asked to make a contribution towards replacing damaged or lost school property

caused wilfully or negligently by their children.

- In case where a debt is owed to the school by a parent the Finance committee will review each case on an individual basis. Advice and information will be sought from the school management and finance staff before deciding whether to pursue or write off the debt. If it is decided to write off the debt the cost will need to be met from the school funds.
- The Governors will review the lettings charges levied by the school on an annual basis.
- This policy should be reviewed annually by the Governors.

This policy was agreed by the Governors Finance Committee on 21.05.18 and will be reviewed annually

Original policy	-	April 2006
Updated	-	October 2009
Updated	-	May 2012
Updated	-	May 2013
Updated	-	May 2014
Updated	-	May 2015
Updated	-	July 2016
Updated	-	May 2017
Updated	-	May 2018

\_\_\_\_\_ Chair of Finance Committee

\_\_\_\_\_ Headteacher