



Hartford Manor Community Primary School

Charging Policy

The Governors recognise that from time to time it will be necessary to make charges or seek voluntary contributions for activities, the costs of which cannot be met from the normal school budget but take place in school time. The following policy details operate within the framework of any relevant current legislation and policy guidance from the Department for Education.

- The Governors will make charges in relation to board, lodging and activities for residential visits. (These are not a compulsory element of the curriculum)
- The Governors empower the Headteacher to seek voluntary contributions from parents for costs only, related to school visits which take place wholly or mainly in school hours. The Governors expect the Headteacher to seek parental permission in writing for pupils to participate in such visits and will specify in writing the amount requested as a voluntary contribution towards costs.
- The Governors recognise that there may, on occasion, be cases of exceptional hardship and will seek ways of raising alternative sources of funding in such cases. These ways may include use of a contingency fund established for this purpose by means of voluntary contributions from elsewhere.
- Children of parents who do not make voluntary contribution will not be penalised or treated differently from those who do contribute.
- However, the School reserves the right to cancel a planned visit if the total of voluntary contributions, together with any donations, is insufficient to cover the cost; this will be made clear to parents at the outset.

Review

The governing body reviews this policy every two years. They governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Dated: June 2015