

**St. Joseph's Specialist School &
College**
Amlets Lane, Cranleigh
Surrey GU6 7DH

Website: www.st-josephscranleigh.surrey.sch.uk

Charging Policy



Christ in our Lives
'No limits ... just possibilities'

Reviewed January 2016
Finance, Personnel & Pay Committee
Statutory
Annual

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St Joseph's Specialist School & College

Charging Policy

This charging policy informs staff and parents about charging for school activities which take place during or outside of school hours, including residential activities. 'School hours' are those when the school is actually in session and does not include the break in the middle of the school day.

This policy conforms to the DfE Governors Handbook – Edition November 2015 and to DfE Guidance on Charging for School Activities October 2014.

In accordance with these guidelines:

- The School will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school except where parents have indicated in advance their wish to purchase the product.
- During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take the learners between the school and the activity. However, it excludes charges made for teaching an individual learner or groups of learners to play a musical instrument.
- The School will not charge for any activities which take place in school hours, but may invite parents and others to make voluntary contributions to enable school funds to go further. All requests to parents must make it quite clear that the contributions would be voluntary. Children and young people of parents who do not contribute will not be treated any differently from those who do make contributions.
- When charges are made for any activity they will be based on the actual costs incurred. There will be no levy on those who can pay to support those who can't or won't. No learner may be left out of an activity because his or her parents cannot, or will not, make a contribution of any kind. Support for cases of hardship will come through voluntary contributions and fundraising.
- The School will have the right to cancel the activity if there are insufficient voluntary contributions to make the activity possible.
- The School will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education. However, any charge made will be restricted to covering the cost of providing the activity.

- The School will charge for board and lodgings on residential courses, except for learners whose parents are receiving:

Income Support

Income – based Job seeker's Allowance

Support under Part 6 of the Immigration and Asylum Act 1999

Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue & Customs, that does not exceed £16,190 for the year 2013-2014).

The guaranteed element of State Pension Credit

An income related support allowance that was introduced on 27 October 2008

The Principal should inform parents of the right to claim free activities if they are receiving these benefits.

Date Policy Reviewed

Updated	Changes	By	Version
July 2003	Created	Mary Fawcett	V1
November 2004	Unknown	Mary Fawcett	V1.1
July 2006	Unknown	Mary Fawcett	V1.2
July 2009	Unknown	Mary Fawcett	V1.3
July 2012	Headteacher changed to Principal Changed annual income	Simon Charleton Sue Belmore	V1.4
January 2015	Changes references to reflect changed legislation Changed to Annual Policy Changed annual income	Sue Collins	V2