

DEMAT Charging Policy

In the development of this policy consideration has been given to Equality and Diversity and Data Protection.

Equality and Diversity

DEMAT is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief. (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

Data Protection

DEMAT will process personal data of staff (which may be held on paper, electronically, or otherwise). DEMAT recognises the need to treat it in an appropriate and lawful manner, in accordance with the Data Protection Act 1998 (DPA).

	Version	Date
Date of EPM Model Policy used as a baseline by DEMAT		
Date on which the DEMAT discussed a draft with the unions		
Date approved by the DEMAT Personnel Committee		
Date adopted by the Local Governing Body/relevant sub-committee		
Effective date as determined by DEMAT		
Trust Signature of Chair of the DEMAT Personnel Committee		
Date of Review		

For all questions in relation to this policy please contact the DEMAT HR Manager on 01353 644066

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Charging Policy

1. 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.

2. Purpose

We aim to provide a broad, balanced curriculum for pupils within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational experiences provided for pupils.

3. Responsibilities

The Headteacher is responsible for the implementation of the charging policy in accordance with the Guidance from DFE- OCT 2014 and the determination of any individual case arising from the implementation of this policy.

We will make a charge for:

- *Day and part day educational visits*

For visits during school time the Headteacher will invite voluntary contributions from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled. Pupils will not be treated differently according to whether their parents have made any contribution.

- *Residential visits*

Parents will be charged for the full cost of the visit including travel, board and lodging, materials, equipment, tuition, entrance fees and insurance.

- *Instrumental music tuition*

The school levies charges in respect of individual music tuition, and group music tuition, if the teaching is not an essential part of the National Curriculum.

- *Materials and equipment*

No charge is made for materials and equipment used in curriculum time. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used.

- *Breakages and damages*

The school will require parents to pay for the cost of damage caused by a pupil's behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced textbooks.

- *Lettings*

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities (refer to Lettings Policy).

- *Other charges*

The Headteacher may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report.

- *Calculating Charges*

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot.

- *Remissions*

In circumstances of family hardship that makes it difficult for pupils to take part activities for which a charge is made or where parents are in receipt of family credit or income support, the school will invite parents to apply in confidence for

the remission of charges in part or in full. Authorisation of remissions will be made by the Headteacher and will be at their complete discretion but subject to guidance. This may involve the school applying for financial support for such activities for any one of a number of local trusts.

4. Arrangements for monitoring and evaluation

This policy will be reviewed annually by the school local governance and may be amended as appropriate in consultation with the DEMAT board. Any eventuality not covered by this policy will be considered by the Headteacher and local governors and a decision in consultation with the DEMAT board.