



# Charging Policy

**February 2023**

Detail	Description	Charge
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Telephone calls	Staff may use the school phone for any work related calls.	No Charge No permission needed
	Personal calls unless it is an emergency.	No charge. Staff should use their own mobiles or if the call is urgent seek permission.
Photocopying	Staff not charged for personal use under 20 copies. For more than 21 copies staff should seek permission and pay the Business Manager for personal copies.	Charges as per current reprographics contract.
Taxis	Staff who are unable to access public transport for attendance to courses will be allowed to use a taxi. This will be assessed by head.	Confirmation by head before booking. Receipt passed to Business Manager.
Mileage	Please see Business Manager for travel/mileage claim form.	Confirmation by head before booking. Travel claim submitted to Business Manager.
Train fares	Please see Business Manager to arrange bookings.	Confirmation by head before booking.
School Trips	We ask for voluntary contributions from parents for some School Trips depending on the activity.	Voluntary contributions from parents.
Residential Trips	We ask for contributions from parents to help towards the cost of Residential Trips to help cover the costs of board, lodgings and travel expenses.	Contributions towards the cost from parents.
Music Tuition	Personal music tuition is offered in Upper KS2.	£60 a term
Swimming Lessons	All children will take swimming lessons in KS2.	No Charge to parents
Examination Entry	National Curriculum Exams	No Charge to parents
Breakages	We reserve the right to ask parents to pay for the cost of replacing items such as any damage as a result of unsatisfactory pupil behaviour.	Head Decision
Hall Lettings	To be agreed by the Head/SBM on a case-by-case basis.	TBC – Depending on frequency/duration
Breakfast Club	Parents will be charged per session. No sibling discounts.	£1.50 per child per session
ASC Club	Parents will be charged for an after-school session. No sibling discounts.	£4 per child per session

Policy Reviewed and revised: February 2023

Review Date: February 2024

To be read in conjunction with HET Charging & Remissions Policy