



**Watling**  
PRIMARY SCHOOL

A Denbigh Alliance School

# Statement of Charges 2024-25

Policy Name:	Statement of Charges
Version:	1
Date published:	November 2024
Date to be reviewed by:	November 2025
Role of Reviewer:	Headteacher
Statutory (Y/N):	Y
Published on website: *	1A
Policy Level: **	3
Relevant to:	Parents and carers
Produced in consultation with:	n/a
Approved by:	Local School Board
Approval date:	November 2024

*Publication on website			
Denbigh Alliance website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints Procedure	Statutory policies approved by the Denbigh Alliance Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Denbigh Alliance Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO.  Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate e.g. Anti-bullying	Approved by Local School Board.

## Introduction and purpose

The objective of this Statement is to provide details of applicable charges by Watling Primary School, clarifying where charges might arise with specified values, payable for a number of activities and events.

The Statement of Charges will be updated annually and published by the start of the Autumn Term.

Charges may be applied as follows:

1. Where activities take place in school session times, parents or carers may be invited to make voluntary contributions towards the cost of the activity.
2. Where activities take place outside school session times, charges will be levied where appropriate.
3. For residential trips, where a trip involves an overnight stay, parents or carers will be charged for the cost of the pupils' transport, activities, board and lodging and any additional insurance required. The school reserves the right to cancel the trip if the costs have not been covered by parental contributions or other funding. Arrangements are available for the payments to be made in instalments.

Exceptions to this may be made where parents or carers are in receipt of a qualifying support payment. For a list of the current qualifying support payments, parents or carers should contact the school.

Requests for remission of charges should be made, in confidence, to the Headteacher and supported by evidence of receipt of a qualifying support payment.

4. Parents or carers will be required to meet the cost of breakages and damages where this is a result of misbehaviour:
  - 4.1. The Denbigh Alliance Trust and its schools and academies have a zero-tolerance approach to malicious or deliberate damage. In these circumstances, the Headteacher will consider taking appropriate action, including reporting the matter to the Police for prosecution if necessary.
  - 4.2. The full costs of damage incurred as a result of misbehaviour will be invoiced to and payable by parents or carers of any pupil/s involved.
  - 4.3. Failure to pay for the cost of damages will result in privileges to attend trips or special annual events being withheld e.g. School Discos, Prom, etc.
  - 4.4. Failure to repay such costs will result in any funds due to be repaid to parents or carers being withheld e.g. trip refunds
5. Photocopies of pupil records requested by parents or carers will be charged at the rate of 20p per page.

## Charges

1. Charges may be made to cover the cost of materials, books or other equipment for specified projects, if parents or carers have indicated in advance that they wish to own the final product.
2. Charges will be made to cover resources for some after-school extra-curricular clubs e.g. art and craft materials, cooking ingredients, specialised resources, etc.
3. Charges may be made for individuals or groups to learn to play a musical instrument or for vocal tuition if the teaching is not an essential part of the National Curriculum.
4. Charges will be made to cover the full cost of a replacement for lost or damaged reading and library books. In addition, any funds due to be repaid to parents or carers e.g. trip refunds will be withheld until the school has been reimbursed.
5. Charges may be made to recover the costs incurred by the school relating to the provision of school lunches where a pupil does not have other lunch arrangements in place.
6. Charges for W@W Club wraparound provision (breakfast and after-school) will be made according to the rates published on the school website.
7. Charges will be made when parents or carers are late collecting children at the end of the school day to recover the costs of placing them in the after-school W@W Club wraparound provision. This will be a minimum of £5.00.
8. Certain additional charges will be made for pupils in the Nursery e.g. consumables, additional hours or additional activities e.g. trips.
9. Charges may be made to recoup the cost of any other incidents brought about by deliberate acts of misbehaviour e.g. call out and remedial charges for maintenance of school property and services, unnecessary attendance at school premises by emergency services.