

# BJS Charging Policy

Birchwood Junior School



<b>Approved by:</b>	Brian Main (CoG) Matthew Davies	<b>Date:</b> 12.05.2025
<b>Last reviewed on:</b>	May 2024	
<b>Next review due by:</b>	May 2026	

## **Introduction**

1. This charging policy has been compiled in line with DfES requirements and in accordance with the Education Act, 1996 and LCC charging policy.

## **School Visits and special events/activities**

2a. The school may request a voluntary contribution towards the cost of a visit or special event. It will be made clear that contributions are voluntary and that children of parents who do not contribute will not be treated any differently. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

2b. Swimming lessons request a voluntary contribution of £2.00 on a weekly basis (these can be paid for on a termly basis if parents wish to do so). It will be made clear that contributions are voluntary and that children of parents who do not contribute will not be treated any differently. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

2c. Piano lessons take place with a paid peripatetic teacher. These lessons are charged at £9 per lesson.

2d. Guitar lessons are charged at £37.50 per big term and take place through Lincolnshire Music Service.

## **Hot school meals**

3. The school offers hot school meals to all pupils. Where a pupil is not eligible for a free hot school meal, these are charged for at a cost of £2.50 which includes the meal itself and the transporting of the meals to school. Parents can pay for individual meals or a whole week. Payments to be made through the Good Lookin Cookin website. Members of staff may also order and pay for meals through Good Lookin Cookin.

## **Milk**

4. Milk is available daily to all children at a charge of 29p per day or no charge for Pupil Premium children.

## **Breakfast Club**

5. Birchwood Junior School runs its breakfast club in-house for Birchwood Junior School pupils. The session runs from 7:30 – start of school. Charge is £3:00 per pupil per session.

## **Afterschool Childcare**

6. Afterschool Childcare provision is provided by Birchwood Junior School Teaching Assistants. Cost £3.50 between 3:30pm – 4:30pm and £9 between 3:30pm and 6:00pm

per pupil per session. A hot meal will be provided by Good Lookin Cookin for pupils who attend the provision after 4.30pm. Afterschool childcare is for any child in the Forest Skies Federation.

### **Materials & Textbooks**

7. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Books are provided free of charge, but additional revision guides are available, for which a charge may be made. These charges are up to a maximum of £10

### **Photocopying**

8. Any staff wanting to use the photocopier for their own purpose will be charged to cover any costs to school. The charge for photocopying will be 5p for b/w and 12p for colour per copy to cover the photocopy charge and the associated costs for electricity and paper.

### **Damage/Loss to Property**

9. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

10. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair as decided by the Headteacher.

### **Passports**

11. If Staff are willing they may vouch for the identity of a person for passport purposes. Staff need to own a valid passport themselves and must have known the applicant personally for at least two years. School will ask for a voluntary contribution to the school fund.

### **Staff Missed Appointments**

12. If we discuss with you at a RTW (Return to work) meeting or during a wellbeing conversation an occupational health referral is recommended or required, then following this conversation a meeting is often arranged with Occupation Health. You will receive confirmation of this via an email with a set date and time that the meeting will be. These meetings are via the telephone and can be from an unknown number. If you do not take this call or miss it, there is a cost of over £100 to the school. As this is a considerable cost, a missed appointment charge will be charged to the individual.

Therefore, staff should ensure that this is indicated on their calendar or on their phone as a reminder.

### **Lettings**

13. The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee based upon LCC recommendations.

Lettings Mon – Fri 6:00am –10:00pm - £21.88 (1hr), £24.98 (2), £28.08 (3), £31.18 (4)  
After 10:00pm – £21.88 (1), £24.98 (2), £46.86 (3), £49.96 (4)

Lettings Sat – 6:00am–10:00pm - £32.86 (1), £35.96 (2), £39.06 (3), £42.16 (4), £75.02  
(5), £78.12 (6), £81.22 (7), £84.32 (8), £87.42 (9),  
£90.52 (10), £93.62 (11), £96.72 (12)  
After 10:00pm - £19.25 (1), £21.55 (2), £40.80 (3), £43.10 (4)

Lettings Sun and Public Holidays - £21.88 (1), £24.98 (2), £46.86 (3), £49.96 (4), £71.84  
(5), £74.94 (6), £96.82 (7), £99.92 (8), £121.80 (9),  
£124.90 (10), £146.78 (11), £149.88 (12)

#### **Remissions Policy.**

14. The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.