

## Testwood School

### Name of Policy: Charging Policy

Key Responsibility area:	CC
Last Review:	February 2026
Next Review:	February 2027

#### Revision History

Version	Date	Amendments	Initials
V2.0	22.04.21	School Hours: COVID19 restrictions	JB
V3.0	10.03.22	K) added which are the exceptions to D) under 2) Purpose	JP
V4.0	01.03.23	Revision dates updates	JB
V5.0	22.04.24	Reviewed and revision dates updated	JB
V5.1	26.02.25	Revision dates updated	JB
V5.2	18.02.26	School hours updated Review Dates Updated	CC

#### 1) Principles

This policy is within the terms of Section 449 – 462 of the Education Act 1996 and Testwood School's Funding Agreement.

#### 2) Monitoring & Review

The Board of Trustees may, from time to time, amend the categories of activity for which a charge may be made and review this Policy annually or earlier if necessary.

#### 3) Purpose

- a) Any activity taking place in school time is free of charge (with the exception of Peripatetic Music Lessons).
- b) The school hours for students of Testwood are 8.30am – 1.10pm and 1.50pm – 3.00pm daily Monday to Friday.
- c) Lunchtime is not part of school hours. Where an activity goes beyond the school day. If more than half is within the school day it will be deemed as being wholly in the school day.
- d) All activities (see exceptions) taking place in the school day will be free of charge and all necessary material and equipment will be provided from school resources.

Parents/carers are responsible for providing uniform and suitable clothing for particular activities. e.g. physical education. They are also responsible for equipping their child with pens, pencils calculator etc. and a suitable bag.

- e) Some activities which broaden the curriculum are expensive e.g. theatre trips, galleries, museums etc. However, the school does not have funds to cover the costs of such “extras” and voluntary contributions are requested.
- f) No student will be denied the chance of undertaking these activities regardless of contribution made but if total voluntary contributions do not meet the full costs, the visit will not go ahead.
- g) For residential visits in school time or mainly school time, which is to provide education directly related to the National Curriculum, there is no charge to parents/carers. However, a charge to cover the costs of board & lodging and a voluntary contribution for transport and activity costs will be applied.
- h) Opportunities are made available for students during the year which are not directly connected to the curriculum e.g. ski trips, sporting trips and those organised by private commercial companies. These companies will charge the parents/carers the full cost of the visit including any cancellation fees not covered by travel insurance.
- i) Parents/carers who are in receipt of income support and family credit may, on application to the Headteacher, have a proportion of the cost of curriculum related trips (not foreign based, commercially organised trips) met by the school should funding allow from pupil premium finance. The proportion is agreed by the Assistant Headteacher responsible for pupil premium budget.
- j) The school will charge for the hire of its facilities, playing fields, sports pitches and courts. Trustees review charges annually. Hirers will enter into and sign a Hirers Agreement and comply with the terms and conditions, with the school at the time of booking.
- k) Exceptions to d) above:
  - i) Parents/carers have the option to buy an art kit
  - ii) Parents/carers have the option to buy revision materials/guides
  - iii) Parents/carers have the option to pay for music peripatetic lessons
  - iv) To provide food stuff for food technology practical lessons