



Policy for: Charges

Date Written: March 2016

Date Reviewed: May 2020

Next Review Date: May 2022

Signed By: *P. J. Derries*

Governor Responsible for: Mr R Curry

Headteacher: Mrs Derries

The Grove School

CHARGES POLICY

Date of Ratification:		Signed: Mrs Penny Derries (HEAD TEACHER) Mr Robert Curry (CHAIR OF GOVERNORS)
Review date:		Signed: Mrs Penny Derries (HEAD TEACHER) Mr Robert Curry (CHAIR OF GOVERNORS)
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Safeguarding Statement

At The Grove School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at The Grove School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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1. Overview and Purpose

The Grove School endorses the principles of the Education Act (2011, 1988) in maintaining the right to free education for all children. The act allows us to request voluntary contributions to broaden children's educational experience.

In providing activities which take place during the school day the school may have to meet additional expenses, for example specialist groups working with children in school or additional equipment and resources which need to be purchased. The school reserves the right to ask parents for voluntary contributions for any activity organised by the school which takes place, wholly or mainly (50% or more) during normal teaching time.

Such enriching activities are an important aspect in supporting the curriculum. Non-contribution would not prejudice a pupil's place.

2. School Clubs

Clubs during lunchtime are run by staff and are free. Breakfast club and After school clubs are run by school staff who are paid out of the school budget, some of this cost is recouped through a small charge for these clubs, the costs are available through the school office.

Clubs which take place on school premises but are run by external providers will set their own charges. Any queries regarding these activities must be taken up with the external providers and not with school.

3. Breakages

The school will cover accidental breakages of school property.

4. Other Charges

Dinner Monies: Timely payment of dinner monies should be made in line with school's schedule. Details are available from the school office. Where there is a change of home circumstances and pupils become entitled to free school meals, it is the responsibility of the parents to inform school as soon as possible to avoid over paying money. In cases where payment has already been received for and a subsequent new claim for free school meals is backdated, school will only reimburse one week's worth of payments.

Staff Overpayments

Wherever a salary or expenses overpayment has occurred, the Governing Body will decide on a case-by-case basis whether recovery of the overpayment will be sought.

The Head Teacher (Mrs Penny Derries), Mr Laurence Pearson (Chair of Finance Committee) or Mr Robert Curry (CHAIR OF GOVERNORS) may levy charges for miscellaneous services up to the cost of providing services, e.g. for printing / providing a copy of a report/ policy.

The school charging policy will be subject to change if there are new DFE or Northumberland directives.