



CHARGING POLICY

OVERVIEW

The Head Teacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. The Head Teacher or Governing Body may ask parents for a voluntary contribution towards the cost of an activity. Parents are free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges.

OBJECTIVES

To make clear what will be provided without charge and what will be offered with a charge being made.

To clarify what is meant by any request for voluntary contributions.

STRATEGIES

- When organising school visits which enrich and enhance the curriculum and educational experience of the children, the school will invite parents to contribute to the funding of the event.
- All contributions are voluntary and this will be stated on letters. Pupils of parents who are unable, or unwilling, to contribute will not be discriminated against.
- If we do not receive sufficient voluntary contributions to make an activity possible, we may cancel the event.
- Parents have a right to know how each trip is costed. The school will include this information in the visits letter.
- When organising school visitors which enrich and enhance the curriculum and educational experience of the children, the school will cover the cost of these events.

The following is a list of educational activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums or art galleries;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events:

Residential Visits

Parents are required to meet the full cost of the residential visit, except children eligible for free school meals, where the cost may be supported from the Pupil Premium Fund.

This cost must not exceed the actual cost of the provision.

Parents with financial difficulties whose children wish to participate should contact the Bursar, to discuss individual needs.

Music Tuition

All children study music as part of the normal school curriculum and we do not charge for this. We do not charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach small group or whole class lessons, which is paid for by the school. However charges for the hire of instruments for continuing tuition in Year 6 is the responsibility of individual parents. Pupil Premium funding can be used if eligible parents wish to access this.

Swimming

The school has swimming lessons for children from Year 3 to Year 5. These take place in school time. We do not ask parents to make a voluntary payment for these lessons or to cover the cost of transport.

Extra-Curricular Activities

The school will endeavour to offer the children a range of optional extra-curricular activities to widen their experiences e.g. Let's Get Cooking, netball, football, dance, writing, judo. Parents will be charged for clubs. There will be no charge for sports club were the children are representing the school.

Lost School Equipment

Parents may be requested to replace school equipment or books, which have been lost or deliberately damaged by their child.

Breakages and Damages to School Buildings, Furniture or Property

Wilful damage to school buildings or property by a pupil may be charged to the parents by the school.

Additional considerations

The Governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We shall publish notification of school visits and their approximate cost as far in advance as possible so that parents can plan ahead. The indicative list will be included in the year group information booklets given out at the Year Group Information meetings in September.
- We have established a system for parents to pay in instalments for larger amounts.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Photocopying

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act' will be charged at **10p per sheet and 20p for any colour printing.**

Private Fees

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

OUTCOMES

The funding of activities will be a clear and open process understood by all. We intend that our charging policy will be in line with that of the Local Authority and it will meet the requirements of the law.

REVIEW

This policy will be reviewed annually by the Finance Committee of the Governing Body