



CHARGING POLICY

**Agreed by Governing Body: Autumn 2016
Review Due: Autumn 2017**

1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum but do request a voluntary contribution in respect of the provision of swimming.

2. Voluntary Contributions

When organizing school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

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

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- Musical events.

3. Residential Trips

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum we do make a charge to cover the costs of the board, lodging and travel expenses. Deposits are refundable up until the time of booking or under exceptional circumstances. If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher.

4. Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Private lessons on an individual basis are provided by an outside agency, for which parents are asked to pay.

5. Swimming

The school organizes swimming lessons for all children in Years 3 and 4 and children. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

6. Activities Outside School Hours

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards materials.

For all other activities outside of school hours, a charge up to the cost of the activity will be levied.

7. Damage/Loss to Property

In cases of willful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

8. School Meals

A charge is made for pupil's requesting school meals. The charge will be agreed by the Governing Body. Those entitled to free school meals should contact the Local Authority for support.

9. School Uniform

School uniform is optional. The school has a supply of uniform for sale which parents may purchase on request.

10. Lettings

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 is determined annually by the Governing Body and form part of our separate Lettings policy under the Financial Regulations.

11. Extended Schools

The school is able to signpost pupils to a school in the area that provides an extended schools service. All charges in relation to this, including transportation by taxi, are the responsibility of the service provider to levy directly to the parent/carer.

12. Other Charges

The Headteacher, or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying