



## Charging Policy May 2015

### Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

### Voluntary contributions

Voluntary contributions may be sought for activities during the school day, which entail additional costs, *[for example, trips to places of interest]*. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities].

From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller to arrange an activity during the school day. Such organisations may wish to charge parents.

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 organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.

### Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example after school activities e.g. football club, theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

### Residential visits

When organising a residential visit the cost of the trip will be passed onto the individual pupil. If a child is in receipt of free school meals a subsidy (determined by the School Business Manager) may be deducted from the cost of the trip. This is by application to the School Business Manager. Places on residential trips are limited and are confirmed once a

deposit is received and the amount is paid in full. If sufficient pupil numbers are not obtained the residential trip cannot go ahead. Payment schedules will be outlined on all paperwork and parents are advised to read this carefully. The school reserves the right not to issue refunds prior to an event taking place.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising. Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Eligible benefits**

We implement the same criteria as that used for Free School Meals.

### **Chargeable Items**

We sell the following items, which we buy, from the LMS Official School Account and bank any monies paid back into that account.

- Book Bags
- PE Bags
- Water Bottles
- Dinner Money Envelopes

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There may be a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We may make a charge for these lessons. Parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year and information relating to any costs that may be incurred.

### **Swimming**

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

### **Lettings**

The school will make its playing fields 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 Governing Body and set out in the Lettings Policy.

### **Bank Charges**

Any charges made to the school or school fund bank account in respect of returned cheques will be passed on to the person who issued the cheque.

### **Breakages, Losses and Fines**

The school reserves the right to ask parents to pay towards the cost of breakages, acts of vandalism, loss of or damage to books where this results from a pupil's behaviour or

negligence. Each case is individually assessed before parents are invited to provide restitution.

**Cooking, Science and Design Technology**

Parents may occasionally be invited to contribute to the cost of cooking, science and design technology activities on a voluntary basis. Items included are materials and ingredients, particularly when the child / parents have ownership of the finished product or the costs of the activity are considered expensive.

**School Meals**

The Governing Body determine the cost of school meals to be that suggested by the Council's contractor, Facilities Management. Any increases will be communicated to the parents and guardians in good time for them to send in the appropriate payment.

**Chair of Governors**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_