

### ***Rationale***

The object of a Charging Policy is to establish an understanding of occasions where a charge will be made.

### ***Aims***

- To ensure parents / carers understand why and when they will be charged for certain activities
- To enable the school and Trust Board to determine when to implement charges.

### **Introduction**

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 some individual or small-group music tuition. The school reserves the right to introduce additional activities and charge accordingly.

There is no charge for the after-school clubs run by teachers. Clubs run by external specialists will attract a small fee due to their commercial status. Wrap Around Care, where provided, will be chargeable in line with its policies.

### **Food**

School Meal payments should be made at the time of the order in advance. If a parent/carer has not made a payment then the school will remind them, by letter, about the amount owed and come to an arrangement to get the debt paid.

Meals currently, under the current Government initiative are provided free of charge for pupils in Reception, Year 1 & Year 2 only.

Milk will be free for pupils up until their 5th birthday (ordered directly from coolmilk) after that milk can be purchased for your child. All orders and payments are made via 'Coolmilk'.

### **Voluntary Contributions**

Parents may be asked to make voluntary contributions for any visit, journey, event or activity organised by the school and approved by the governors.

Provided there are sufficient funds, the visit, journey, event or activity will take place and no child will be excluded or disadvantaged because of a parent/guardian's inability to make a voluntary contribution.

On occasions when the curriculum is enhanced, contributions will be requested from parents /carers to cover costs, e.g. theatre company productions.

Residential trips are organised in order to give our pupils access to experiences and resources that are not available during the typical school curriculum. They develop the child's independence, self-esteem and character thus helping them to develop the confidence to reach their full potential within school.

If the school organises a residential trip, parents / carers are requested to make a contribution to cover the full cost of the trip. All of these contributions are voluntary, however if insufficient funds are received, the school may have to cancel the event in question.

Trips that are organised outside of the school day – E.g.: Evening/Weekend trips/residential trips will be fully chargeable.

A payment scheme can be used in order to spread costs over a period of time. Information about payments for school trips is treated with sensitivity. If a parent cannot afford to contribute the whole amount, they will be encouraged to discuss this with the Head of School.

Local charities can also be approached to assist with hardship funds as the need arises (parents will be given contact details where requested)

The following is a list of additional activities organised by the school, which require voluntary contributions from parents / carers. This list is not exhaustive:

- Visits to museums.
- Sporting activities where there are transport expenses.
- Outdoor adventure activities.
- Visits to the theatre.
- Musical events.
- Swimming.
- Educational visits.
- Visiting specialists.

The principle of best value will be applied when planning activities that incur costs to the School and/or charges to parents.

### **Swimming**

When school organises swimming lessons for pupils, these lessons take place in school time and a minimal charge is made to cover the cost of instructors and a lifeguard and transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

### **Breakages**

The Trustees reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of damage. Authorisation loss, loss or breakage other than normal fair wear and tear.

### **Remissions**

The Head of School may from time to time decide to remit all, or part, of the cost of activities involving particular pupils. This will be at the Head's discretion. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Head of School will invite parents to apply in confidence for the remission of charges in part or full. Authorisation of remission will be made by the Head of School. All parents, however, will have the right of appeal to the Local of Governors. Governing Body, normally represented by the Chair.