

# ST CHARLES R.C VA PRIMARY SCHOOL.



## Charging Policy 2016-18

Policy Author	Date Published	Date for Review	Reviewer
F Boughton	Sept 2016	Sept 2018	F Boughton

## Our Mission Statement:



## **ST. CHARLES' RC PRIMARY SCHOOL**

### **Charging Policy**

#### **Introduction**

At St Charles Primary School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

All fulltime 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 group music tuition.

#### **Voluntary Contribution**

When organising 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 have no alternative but to cancel the 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 activities, which necessitate payment from parents. This list is not exhaustive:

- Visits to Museums / galleries / exhibitions
- Sporting activities which may require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events
- Visits to / farms / seaside
- Competitions
- Visits to the school by poets, authors and theatre groups to support the curriculum
- Costs of breakages, vandalism, lost school property (including books, pencils, pens) where these have occurred because of deliberate pupil behaviour.

### **Residential Visits**

If the school organises a residential visit we make a compulsory charge to cover the costs of travel, board and lodging. There is no charge for educational activities carried out during a residential visit.

No charge is made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

### **School Meals**

Unless a child qualifies for free school meals, a charge, currently 50p, is requested so a child can have a school lunch. Adults are required to pay for any meals they choose to take at £3.37 per meal.

### **Nursery**

Nursery children are allocated 15 hours of funded provision. Any additional hours are charged at £10.50 per session, weekly in advance. If a child is sick during one of their paid sessions, the fee is still due as the school has had to provide staff for that session.

Nursery hours are agreed with parents at the start of each term, the school may not subsequently be able to change the requested hours mid term, due to staffing levels.

There is a separate lunchtime session where children are welcome to bring their own packed lunch to eat at School. To contribute towards the staffing and resource costs the school will charge a fee of 50p per session, payable termly in advance.

### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There can be a charge for individual group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We can make a charge for these lessons. We give parents information about additional music tuition every year.

### **School fundraising**

The school holds events throughout the year at which voluntary donations may be requested from participating children towards "School Fund". "School Fund" is used to pay for items such as subscription fees, additional extra curriculum equipment, charitable donations, Team Teeth, contributions towards special trips and other occasional small cost demands.

## **Swimming**

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

## **Extra Curricular Activities & Clubs**

The School reserves the right to charge a nominal fee for any extra-curricular activities offered by school staff. Where external coaches, (eg tennis, football, badminton, table tennis), provide activities, a charge may be made for these sessions.

## **Breakfast Club**

The school makes a charge for it's Breakfast Club of 50p per day. This will be charged weekly in advance and arranged on a termly basis. If a child is unable to attend one of their paid sessions the fee is still due.

## **Charges for Photocopying**

Any private photocopying will be charged at 10p per copy for black and white and 25p per copy for colour.

## **Charges for Phone calls**

It is expected that staff will not use the school's phone to make personal calls, except in the case of emergency. St Charles reserves the right to request staff to recompense the school (via the school office) for any personal phone calls made.

## **Community Use**

When not in use, certain areas of the school, eg hall, playing field, may be hired out for community use for which the school will charge a fee to cover the cost of providing the facility. The fee, which is negotiable, is to be agreed in advance with the headteacher. Invoices will be issued on a regular basis, with payment being made in advance. For further information, please refer to our Community Use Policy and associated documents.

## **Sale of Uniform**

The School has a stock of uniform for parents and carers to purchase at cost price. A current price list is displayed in the office and is updated periodically.

## **Sale of Inventory Items**

It is a statutory requirement for the school to maintain an up to date, accurate inventory of it's property. In certain circumstances this property may no longer be required by the school and may be sold / disposed of, following approval from the Governors.

All proceeds from Disposals must be forwarded to the Finance Department to be properly receipted and banked.

### **Exceptional Circumstances**

In certain circumstances, the school, after consultation with the governing body, may consider providing bursaries / financial support on an individual basis for a paid activity. Requests for bursaries should be made to the Head or a member of the office staff and will be treated in the strictest confidence.