

Lainesmead Primary School



School Charging Policy

Approved: August 2017

Signatures

Co-ordinator	Mrs S Ellison
Head Teacher:	Mrs E Painter
Chair of Governors:	Mrs S Newton

LAINESMEAD PRIMARY SCHOOL - CHARGING POLICY

This Charging Policy complies with statutory requirements. The aims of this Policy are to:

- set out what the school will not / will charge for.
- provide information regarding voluntary contributions from parents/carers.
- clarify how charges will be determined, so parents/carers understand why requests for payment are sometimes made for some activities.

Activities without a charge

There will be no charge for education provided wholly or mostly during school hours. This includes the supply of materials, books, instruments and other equipment.

Chargeable activities

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services:

- Board and lodgings on residential visits (subject to remission arrangements).
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.

Charges will not exceed actual cost and the school will not make a profit from said services.

Day Visits/Trips

Parents will be asked to make a voluntary contribution towards visits/trips. This contribution includes, travel, insurance and entry fees to venues. Each class will go on several visits/trips throughout the academic year.

Costs of the visits/trips are combined and divided equally across the class/year group. This provides the suggested individual voluntary contribution that the school will request from partners/carers.

The school may use Pupil Premium Funding to support eligible pupils in attending the visits/trips.

Classes are encouraged to raise funds towards visits/trips through activities such as cake sales, making items to sell at fetes and taking part in sponsored sporting activities.

The school expects that 75% of the visit/trip costs will be paid by voluntary contributions and where children are eligible, Pupil Premium Funding. If this target is not met and insufficient contributions to make the activity viable are not received the activity may be cancelled.

Voluntary Contributions do not cover the cost of staff and adult volunteers or subsidize the cost of those unable to make a voluntary contribution. Any shortfall in voluntary contributions is made up by the school budget. The decision as to whether to subsidize the trip for the school budget is made by the Head Teacher.

Were the school is asked to pay for bookings in advance; parents may be requested to show commitment by forwarding a non-returnable deposit.

Once the school has made full payment for any visit, no money cannot be returned, for whatever the reason.

Children of parents who do not make a contribution towards the visit will not be treated any differently.

Residential Visits

The school will charge for the board and lodging element of residential activities.

Pupil Premium Funding is allocated to the school to support pupils who are socially disadvantaged. The school may allocate this funding to support pupils attendance on a residential trip.

No child will be excluded from attending a school trip on financial grounds.

School Productions and Performances

The school usually charges a nominal amount for parents to attend seasonal school performances. The cost of the ticket goes towards covering the cost of costumes and scenery.

School Clubs

The school does not charge for any clubs that are organised by staff. Resources such as ingredients for cookery club and materials for arts and crafts are provided at no cost to parents by the school.

Any transport required for example by school teams to away matches are provided at no cost to parents.

Breakfast Club

The schools breakfast club is available to all pupils. Breakfast is free to pupils entitled to Free School Meals as part of their access to Pupil Premium Funding. Pupils who are not entitled to Free School Meals pay a charge to attend the club.

School Meals

School meals are available to pupils at a set cost per day or at no cost to those in receipt of a free meal entitlement. All pupils in KS1 are entitled to Universal Free School Meals.

It is parent's responsibility to apply for free school meals through the local education authority. Meals taken before a free school meal entitlement date is established will be charged.

Payment for meals is required in advance to reduce the instances of non-payment and minimise the need for debt recovery action.

The school is not obliged to provide a school dinner where payment is not forthcoming or where authorisation for free school meals has not been received.

Paid After School Care Provision

The school offers after school care provision to pupils. All pupils of the school can access the after school club. Club places are limited and are booked on a first come first served basis. The school charges for attendance at this club and places cannot be booked without upfront payment.

Activities Arranged by Third Parties

The regulations allow for charging for activities, which are arranged by outside third parties such as sports coaching. Where visits fall into this category the costs of running the club will be required. In some instances third parties, by prior authorisation of the school may charge participants directly for attending the club.