



St Bartholomew's CE Primary School

Charging Policy

1 Introduction

1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

2 Voluntary contributions

2.1 When organising school trips or in school visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary but if we do not receive sufficient voluntary contributions it may become necessary to cancel a trip or in school visit. If a trip or in school visit goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

2.2 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 will allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Charges made to parents will not exceed the actual cost of the activity (ie charges will not raise additional funds to cover short falls created by parents who opt not to contribute).

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

- visits to museums and other educational facilities;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- in school visits by educational workshop providers;
- musical events.

3 Residential visits

3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses but would request a voluntary contribution to cover these expenses.

3.2 Pupils will be charged the cost of board and lodgings for residential trips, the cost will not exceed the actual cost of the board and lodgings. Parents and carers who are able to demonstrate receipt of the following state benefits can claim remission of the board and lodgings cost if they wish to do so.

- Income support
- Income based job seekers allowance
- Support under Part Vi of the immigration and Asylum Act 1999
- Child tax credit; provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190
- Guaranteed element of State Pension Credit
- Income-related Employment and Support Allowance

- 3.3 The school will seek voluntary contributions to offset in part or whole, the cost of a residential visit during school time. No pupil will be excluded from a residential school trip in school time because their parent has declined to make a contribution. If sufficient voluntary contributions are not forthcoming to cover travel and/or ticketed expenses the school reserves the right to cancel a proposed residential trip.

4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents and carers information about additional music tuition at the start of each academic year.
- 4.3 Music tuition fees are charged on a termly basis at the beginning of each term. The Music Service require one terms notice to withdraw from individual or small group tuition; parents and carers remain responsible for charges related to this notice period whether their child continues to attend lessons during this notice period.

5 Swimming

- 5.1 The school organises swimming lessons for all children. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution in the form of fundraising from parents for maintenance of the school's pool.

6 After School Clubs

- 6.1 The school offers additional after school clubs. In many instances these are provided by school staff free of charge. Where necessary a small charge may be levied to cover resources (eg cookery club may require a small charge to be levied to cover the cost of ingredients. In the event that an external specialist supplier is sourced to provide an after school club (eg qualified sports specialist or art teacher) the club will be advertised to parents and carers together with details of any charges required to cover the cost of the staff/materials.

7 Hire of minibus/coach

- 7.1 We normally charge if children are transported in a hired minibus/coach to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

8 Charging Parents for Breakages or Fines

- 8.1 In the very unlikely event that school property is damaged as a result of pupil behaviour, the Headteacher will review the circumstances, and where damage has arisen through purposeful action he will ask parents to pay a voluntary contribution towards the cost of replacing the broken item. This request will be made in writing explaining the circumstances that brought rise to the damage.

9 Monitoring and review

- 9.1 This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.

Signed:Headteacher

Reviewed and approved: May 2017

Reviewed; November 2019

Review: November 2021