



St Paul's Cray
CE Primary School

Act Justly, Love Mercy, Walk Humbly

St Paul's Cray CE Primary School

Charging Policy

Amadeus
Primary Academies Trust



Limitless Learning Together

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However, due to the limited funds in the delegated budget, the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

Contributions for Visits

a) All Visits

The group leader will ensure that parents are notified as early as possible as to:

- how much each parent will be asked to contribute towards the cost of the visit;
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element)

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.

b) During Normal School Hours

All school visits which occur during school hours must be provided free of charge. However, parents will be asked to make a voluntary contribution towards the cost of the trip. The value of the requested contribution equates to the total cost of the visit. If insufficient voluntary contributions are forthcoming the visit may have to be cancelled – parents must be notified of this contingency. A letter about the visit will be sent out to parents with a reply slip for parental signature.

Pupils whose parents/guardians do not contribute will not be excluded from an activity because their parents are unwilling or unable to pay.

c) Outside of Normal School Hours/Optional Extras

All school visits which occur during school hours (including residential visits) must be provided free of charge. Parents will be asked to make a voluntary contribution towards the cost of the trip. The head teacher can however charge parents fully for board and

lodging on residential visits as well as the full cost when a trip is deemed to be an “optional extra”. An optional extra:

- falls wholly or mainly outside school hours, i.e. a residential trip during the school holidays is an optional extra
- does not form part of the National Curriculum or the statutory requirements for religious education

The parents’ agreement to meet the costs of an optional extras visit before that visit is planned in detail will always be obtained in writing.

If parents can prove that they are in receipt of the benefits listed below then they will be exempt from these charges:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit
- The guarantee element of State Pension credit
- An income related employment and support allowance that was introduced on 27 Oct 2008

d) Breakfast/Lunchtime/After School Clubs

Parents wanting their child to participate in breakfast/lunchtime/after school clubs are required to make a contribution where there is an outside coach leading the activity. Pupils who receive a pupil premium allowance are exempt from this charge.

e) Individual Instrumental Tuition

Where individual tuition in the playing of a musical instrument is provided, parents are required to make a contribution so that the costs are covered in full.

f) Ingredients/Materials/Equipment (in kind)

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the “finished product”.

This is particularly relevant for the cost of the materials/ingredients for Design and Technology.

g) Broken Equipment (replacement)

The Governors will allow the Head teacher to ask pupils and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil’s part. This does not in any way detract from the teaching staff’s duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

h) Other Remissions

The Governing Body may remit in full or part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Head Teacher in consultation with the Chair or Vice-Chair of Governors.

i) Nursery

The Governing Body may remit the cost of additional hours in the nursery for three year olds whose parents request more than the free NEF offer of 15 hours and the full cost for two year olds whose parents are not in receipt of a funded place. (Costs to be reviewed and agreed annually by the Resources committee).