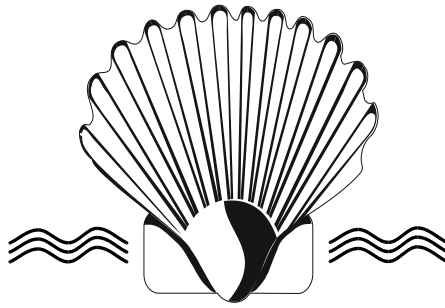


# **DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL**



## **Charging Policy**

# Deeping St James Community Primary School

## Charging Policy

### 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 individual or group music tuition and special events.

### Voluntary contributions

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. However if insufficient contributions are forthcoming, then the trip, or activity, may need to be cancelled. Other special events associated with clubs and residential trips are not paid for on a voluntary basis.

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. We do not treat these children differently from any others. 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.

Charges, or voluntary contributions, asked for or made to parents do not exceed the actual cost of the activity. If the child is ill on the day of the trip only the admission charge can be refunded, if this has not been paid in advance.

### Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, the school will make a charge for board and lodgings for all children. A request for money relating to activity costs and travel expenses will be made on a voluntary basis as with other school trips (see above).

If, however, more than 50% of the trip is out of school time, the activity is seen as an optional extra and can be charged for.

Parents who are in receipt of Income Support, Disability Working Allowance, or income based Job Seekers Allowance can access support through United Charities.

Refunds for illness e.t.c. on residential trips will be allocated on a sliding scale. This will be in accordance with the operators conditions. Any coach refund and payments lost will be claimed through our insurance company. A doctor's certificate must accompany the claim form.

If the space can be filled, then a full refund can be given by the school.

### Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents who are in receipt of Income Support, Disability Working

Allowance, or income based Job Seekers Allowance can apply for full financing of an individual or small group lesson. We give parents information about additional music tuition at the start of each academic year.

One terms notice is needed for any changes to the contract e.g. cancellation. Therefore if a child ceases to have lessons, the school will have to pass on the charges to the parents until the end of that term.

If a lesson is cancelled by the school or by the tutor then either a credit will be given on the next bill or the time will be made up at some other point.

## **Swimming**

The school organises swimming lessons for all children in Key Stage 1 and 2. These take place in school time and are part of the National Curriculum. Usually a voluntary contribution is again asked for to cover travel expenses and the swimming pool entrance fee. However at present this cost is being covered by the School Sports Grant.

If payment is taken, refunds are only given when the school or pool cancels a session. If a child is on a trip, the swimming charge will be refunded.

We inform parents when swimming lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

## **Clubs**

A wide variety of extra curricular activities are available at school, run by school staff, and no charges are made for these. At times children may however be asked to purchase materials etc for these activities. Some clubs are run by external agencies and these do have a charge associated with them. These fees are paid directly from the parent to the provider.

## **Lettings**

Charges for the use of school premises for private hire are made in accordance with LA guidelines for Letting Fees. The finance administrator has this guidance and is available on request.

## **Hot School Meals**

All KS1 and Reception children are entitled to a free hot school meal through government policy. The school purchases hot school meals for parents wishing their children to receive such meals from a local contractor. For KS2 pupils, a charge is made for these meals, payable weekly in advance. Parents who are in receipt of Income Support, Disability Working Allowance, or income based Job Seekers Allowance are eligible to apply for free school meals.

## **Reviewing the Policy**

The policy on governors visits will be agreed with the staff before it is implemented and the headteacher and Governors will review this policy every 2 years.



### DSJ CP SCHOOL CHARGING POLICY REGISTER

Version Number	Review Date	Head Teachers Signature	Chair of Governors Signature	Date Agreed
Version 1 (2014-2015)	13.05.2016			14.05.2014
This policy has been reviewed in conjunction with the values and ethos of the school				

