



Congerstone Primary School

Charging Policy

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Sources	LA Memorandum 89, guidance on the LA website. (Latest DFE guidance May 2018)		
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Signed – Chair of Governors			
Signed – Headteacher			
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Dec 23	Jan 2024	AR and Govs	None –current legislation checked –

Our Aims

At Congerstone Primary School staff and Governors recognise the valuable contribution that extra educational activities can make towards pupils' personal, social and academic development. Our aim, therefore, is to promote and provide such activities to enrich the school curriculum.

The Governors have agreed to follow LA guidelines, which allow schools to ask for voluntary contributions to cover the cost of activities arranged to take place during or outside school hours, including swimming, cookery, day trips and residential visits.

To enable Congerstone School to continue to provide a high-quality educational experience for children we will need to ask parents to make voluntary contributions. Despite this, no individual child will be excluded from an activity because of a parent's inability to make a financial contribution. However, if there are insufficient donations, then a proposed activity maybe cancelled.

There are four main areas of school life where parents might be asked for a voluntary contribution to help us to cover expenses incurred. These are:

- 1) **Swimming;** The requirements of the National Curriculum state all children should be able to swim 25m before leaving primary school. We see swimming as a valuable activity for our children and organise for Year 3-6 pupils to have lessons. Parents are asked to contribute towards the cost.
- 2) **Cooking/Design Technology;** Most activities children engage in at school are free. However, to enable children to take part in cooking or model making we may ask parents to pay a small amount towards the cost of such items, or send ingredients/materials into school. Whenever possible, finished products will be sent home.
- 3) **Day trips and residential visits;** Congerstone School organises day trips which enhance classroom learning. Residential visits are also seen as valuable experiences. Parents are asked to pay for board and lodgings and make proportional contributions towards the cost of travel, materials and equipment, non-teaching staffing, entrance fees and insurance costs. This also applies to trips wholly or mainly outside the school day. Costs of day trips are covered by a voluntary contribution.
- 4) **School-based activities;** These may include visiting theatre groups, science workshops or sporting specialists coming into school. The cost is usually reasonable as no transport is required. However, in order for such activities to go ahead, we do ask for voluntary contributions from parents.

Any parent who feels in need of help with the payment of an activity is asked to discuss this with the Headteacher or School Office.

Music

We offer additional music tuition provided by local music teachers. Lessons are taught in school time and parents are required to pay for this, music teachers communicate these fees directly to parents. The cost of lessons depends on the number of pupils in each group, so if a child no longer wishes to continue with music lessons a term's notice is required. Further information is available from school. Children in Y3-6, who are in receipt of Pupil Premium, will be provided with a music lesson and will not be charged.

Whenever we ask parents for contributions, we try and give as much notice as possible. For large amounts i.e. residential trips, we provide opportunities for parents to pay in instalments. Parents are asked that any money is preferably paid online through school money or sent into school in a sealed envelope with the child's name, what it is for and the amount clearly written on the envelope. This can be put in the letterbox in the entrance hall.

If pupils damage property or the building by careless/unacceptable behaviour, the Governors will ask for either all or part of the cost of replacement or repair, depending upon circumstances. There may also be a charge for lost items, including books.

Remissions

In some circumstances school may not charge for items or activities set out in sections 1-4 of this policy. This will be at the discretion of the Governing board and will depend on the activity in question.

For residential visits parents who can prove they are in receipt of the following benefits will be provided with support towards the cost of board and lodging for residential visits:

- Pupils who are receiving Free School Meals,
- Pupils whose parents are receiving:
 - income support,
 - income based job seekers allowance,
 - support under part VI Immigration and Asylum Act 1999;
 - the guaranteed element of Pension Credit
 - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
 - Working Tax Credit run-on paid for 4 weeks after you stop qualifying for working Tax Credit
 - Universal Credit – if you apply on or after 1st April 2018 your household income must be less than £7,400 a year (after tax and nor including benefits

Monitoring

The School Office and Headteacher monitor charges and remissions, to ensure these comply with this policy. Any recommendations for change will be brought to Headteacher for their consideration. The policy will be reviewed every three years