

Inspiring each other to achieve success



Congerstone Primary School

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Charging Policy

Adopted from: **LA Memorandum 89, guidance on the LA website**

Policy to be reviewed: **Every 3 years**

Last reviewed: **November 2011 November 2014. Nov 17**

Date of next review: **November 2020**

Signed: Date:
Chair of Governors

Name:

Signed: Date:
Headteacher

Our Aims

At Congerstone Primary School the 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 organised by school. These activities may be arranged to take place during or outside school hours and include 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 that 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 all pupils to have lessons. (Foundation Stage will have 4 sessions during the summer Term) Parents are asked to contribute towards the cost of these sessions.

2) Cooking/Design Technology Most of the 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 into school ingredients/materials. Whenever possible, finished products will be sent home.

3) Day trips and residential visits Congerstone School has always offered a wide range of day trips organised in connection with classroom work. Residential visits are also seen as valuable experiences for pupils. 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 voluntary contribution.

Pupils whose parents are receiving:

- income support,
 - income based job seekers allowance,
 - support under part 6 Immigration and Asylum Act 1999;
 - Child Tax Credit (provided that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £15,575 (as assessed by HMRC)) or
 - guaranteed state pension credit
 - An income related and support allowance that was introduced on 27 October 2008
- will not be charged board and lodging where otherwise applicable to residential activities.

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 need to 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.

Music

We can offer additional music tuition provided by local music teachers. These are taught in school time and parents are required to pay for this, a term in advance. 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 is 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.

Links to other policies