



ROBY PARK
PRIMARY SCHOOL

Charging Policy

Written Sept 2020

Review Sept 2021

Signed – *Mrs Kat Allen*
(Headteacher)

Signed - *Mrs Heather Haddley*
(Chair of Governors)

1. Introduction

1.1 This policy document is a statement of aims, principles and strategies in respect of charging for school activities. It is in accordance with Government Legislation and the School's Equal Opportunities Policy.

1.2 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

2. Roles and responsibilities

2.1 The Governing Body

The Governing Body has overall responsibility for approving the Charging Policy, but can delegate this to a committee, an individual Governor or the Headteacher. The Governing Body also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to The Governing Body Resources Committee.

2.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the Charging policy, and that it is being applied consistently.

2.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

2.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the Charging policy.

3. Voluntary contributions

3.1 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. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

3.2 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 do allow the child to participate fully in the trip or activity. 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.

3.3 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums; sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the cinema/theatre;
- musical events.

4. Where charges cannot be made

Below we set out **what the school cannot charge for**:

4.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

4.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

5. Residential visits

5.1 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, we do make a charge. However, parents will be given at least six months notice and will be provided with the facility to make weekly contributions towards the costs. In the event of hardship the HSA will be approached to make a contribution on behalf of an individual child.

6. Swimming

6.1 The school organises swimming lessons for all children in Key Stage 2 throughout the year. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. We do not charge for this activity.

7. Coaching

7.1 We do not normally charge for Out of Hours coaching unless the circumstances are exceptional and a nominal charge may be made.

8. Club Activities

8.1 Extra-curricular clubs operate at various periods during the academic year. There may be a small charge for some of these activities, when there is a need to purchase items for the club, for example ingredients for cookery, or when bringing in external providers.

9. Breakfast Club

9.1 The school offers a breakfast club which is charged at £2.00 per day which should be paid for on Parent Pay.

10. External Service Charges

10.1 At present the school does not offer facilities to outside agencies.

For regular activities, the charges for each activity will be determined by the Governing Body and reviewed in the Autumn Term each year. Parents will be informed of the charges for the coming year in the Autumn Term each year.