

Westvale Primary School

Charging Policy



**Reviewed by Governors
Autumn 2018**

Westvale Primary School

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1. Introduction

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the occasional exception of individual or group music tuition, of which parents would be notified in advance.

2. Voluntary contributions

2.1 When organising school trips, visits or visitors, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel the proposed trip. If the trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 As a school with a high proportion of FSM and therefore attract a higher level of Pupil Premium funding, a proportion of the cost of transport for trips may be funded by school to ensure all children can access educational visits.

2.3 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. The school will keep detailed records of income and expenditure in respect of educational visits.

2.4 In the event of the visit being the whole day duration, pupils in receipt of free school meals will be provided with packed lunches. The school will keep detailed records of income and expenditure in respect of educational visits.

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

- Visits to museums, parks, galleries etc;
- Sporting activities which require transport expenses;
- Outdoor adventure activities, residential or day trip;
- Visits to the theatre/visiting theatre companies in school;
- School trips abroad;
- Musical events;
- Foundation Unit snack.

3. Residential visits

3.1 If the school organises a residential visit in school time, usually Fridays or weekends, which is to provide education generally related to the National Curriculum, the school endeavours to subsidise elements of the visit, including tuition, but we do make a charge to cover the costs of board and lodging (especially if the trip is out of normal school hours or weekends). Any funds that are remaining at the end of the visit are reimbursed to parents/carers.

3.2 Where the trip takes place wholly or mainly during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support

- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working tax Credit and their annual income does not exceed £16,040.
- Guaranteed State Pension Credit.

4. Music tuition

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

4.2 At present, we do not make a charge for individual or group music/instrument tuition that is not part of the National Curriculum. The peripatetic music teachers visit the school during the week to teach individual or small group lessons during the lunchtime. However, we reserve the right to impose a nominal charge in future, and to change the peripatetic music arrangements, in the light of demand.

5. Swimming

5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. 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.

6. Football/other Extra-Curricular Activities

6.1 The school offers football and other sporting/non sporting activities after school, primarily for Key Stage 2 pupils. A member of school staff organises and runs these activities. Sometimes coaches from outside school help with these activities. We do not make any charge for these sessions. Occasionally, organisations offer to run short courses of activities for our children after school, for which a small charge is normally made. Parents are notified prior to these events.

6.2 The school offers facilities to outside agencies, i.e. adult learning/study room facilities. Charges are made for the use of the study room and is registered as income. The adult training courses generate income per capita head, which is registered as income.

7. Breakfast Club / Woosh After School Club

7.1 The school provides a daily Breakfast Club to support our children and their families. It runs from 8.00 – 8.45 am. A nominal charge of £1 per day is charged for Breakfast Club and this covers the cost of refreshments, etc.

7.2 The school provides a daily After School Club. This runs from 3.30 – 5.15 pm. Parents pay a nominal charge of £6 per day for this club with a discount applied for siblings (2nd child discounted to £5 and 3rd child discounted to £4 per session respectively).

8. Supporting our Families

8.1 At the discretion of the Senior Management Team / Chair of Governors, for families with specific issues, these costs may be funded from the pupil premium held in SBS.

Signed (Chair of FGB) **Dated**