



EDMUND WALLER PRIMARY SCHOOL

## CHARGING POLICY

Approved by the Governing Body on (date):	11 February 2020
Signed (Headteacher):	<i>Colleen Boxall</i>
Signed (Chair of Governors):	<i>[Signature]</i>
Next Review Date (term/year):	Spring 2021

## 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 (see below).

### Voluntary contributions for activities as part of the Curriculum

The school seeks to organise a variety of educational visits or workshop type activities which enrich the curriculum, educational experience and enjoyment of the children, over and above that possible through government funding. The school invites parents to contribute to the cost of such activities. All contributions are voluntary, but must be made in advance of the activity taking place to ensure it is financially viable. We aim to give parents as much notice as possible for activities which require voluntary contributions.

If a parent wishes their child to take part in an educational visit or activity, but is unwilling or unable to make a voluntary contribution, the child will still always be allowed to participate fully in the visit or activity as long as parental consent has been given.

If appropriate and funds allow, the school (and/or The Friends of Edmund Waller) may decide to subsidise the educational visit where it is considered to be very important to learning and so should take place even when voluntary contributions are insufficient to cover the cost. Normally, however, where the voluntary contributions towards the cost of an educational visit are inadequate, the educational visit will be cancelled.

Parents have a right to know how each educational visit is funded. No parent will be expected or asked to subsidise those who have not paid.

### Refunds

Refunds will only be considered if a child is unable to go due to a genuine reason (i.e. sickness) or other exceptional circumstances. Applications for refunds should be made in writing to the Headteacher, who will consider each case on its individual merits. Parents are advised to consider taking out insurance to cover such cancellations.

### Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Certain extra-curricular clubs (choir or recorder) are also without charge.

The school does make a charge for individual or group music tuition if this is not part of the National Curriculum. Lewisham Music Service provides peripatetic music teachers to teach individuals or small group lessons on the school site. Parents receive information about additional music tuition at the start of each academic year.

### Swimming

The school organises swimming lessons for one year group of children. Lessons take place in school time and are part of the National Curriculum. These are free of charge to the Children.

### Optional Extra Activities

These are activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

## Charging Policy

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive;

- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- School educational visits abroad
- Musical events

### **Residential Visits (School Journey)**

The school organises three annual residential visits for Key Stage 2 children. The cost of these visits includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced. The charges for such a visit consist of a 'voluntary' contribution for transport and entrance fees and a 'compulsory' contribution for board and lodging. Parents in receipt of Pupil Premium may be able to claim a discount from the school for the cost of board and lodging but the other costs would have to be met by the parent or carer.

A non-residential educational visit is also organised for children not wishing to stay away from home. The cost of this educational visit will be based on travel costs, entrance to sites, materials and charges for activities. Governors' policy is for the school to cover the cost of any additional teacher time necessary to lead the educational visit or subsequent follow up work.

Where available, sponsorship will be provided for children of families on forms of income support or in special circumstances to enable them to take part in the option of their choice. This is stated clearly on letters and is dealt with discreetly and in confidence by the Headteacher. All parents will be given the option of a payment plan to spread the costs of the residential visit.

### **Charging in Kind**

The cost of ingredients, materials, equipment etc needed for practical subjects such as food technology or DT is budgeted for and borne by the school.

### **Breakages & Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- Broken windows
- Defaced, damaged or lost reading books
- Any item damaged as a result of unsatisfactory pupil behaviour

### **Additional Needs**

The Governing Body confirms that no pupil with additional needs or disabilities will be treated any differently to any other pupil. The school will take all reasonable steps to avoid placing children with additional needs at a substantial disadvantage.



## Charging Policy

### **Late collection of children**

Under the Education Act 1996 (S457) and relevant Regulations the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after a school activity.

The Governing Body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

The Governing Body has decided that (except in emergency situations) where children are not collected from the school within fifteen minutes after the school day or after school activity ending, a charge will be made to the child's parent/carer. This charge will be increased each 15 minutes thereafter that the child is not collected.

### **The Charging Arrangement**

In cases where a child is not collected within 15 minutes of the end of the school day or after a school activity a charge of £5.00 will be made to the parent/carer for the first 15 minutes of non-collection, and then £1.00 thereafter for each minute that the child is not collected. The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection. The parent will be issued with an invoice and expected to pay within a date set on the invoice. Failure to pay will lead to further action being taken.

The Headteacher has the discretion not to impose a charge where satisfied that the late collection is due to an emergency.

Should a parent fail to collect the child within one hour then the Headteacher will contact Children's Services to notify them that a child has been left at the school.

### **Persistent Late Collection**

If a family is persistently late in collecting a child then the Headteacher will consider taking further action that may include a referral to the Education Welfare Service.

### **Lettings (see School Lettings Policy)**

Some areas of the school premises are available for the use of external organisations, subject to them not being required for any organised activity within the school and consistent with the school ethos, and at the discretion of the Headteacher. A charge is made for lettings to at least cover the cost of providing the facilities. These charges are reviewed annually by the Governors.