



curiosity Compassion Courage

# Charging Policy

## Our Vision

Our small school community welcomes everyone and aspires to meet the needs of all through high expectations and compassionate support. We strive to create a firm foundation for all to fulfil their potential as future citizens of the world. Our challenging and exciting learning environment enables everyone to go forward as champions of compassion, curiosity and courage.

**Reviewed:** November 2023

**Date for Next Review:** November 2024

### 1. 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. However, a voluntary donation may be asked for towards transport costs if involved or other expenses incurred.

### 2. Chargeable items

Breakfast and Home to School Clubs, hot school lunches and additional nursery hours are available at fixed prices.

### 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 but have given permission for their children to take part. 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 including swimming which require transport expenses
- visits to the theatre/pantomime
- residential trips
- musical events
- visits to farms/animal attractions
- some after school activity clubs such as Cooking Club.

### 4. Residential visits

If the school organises a residential visit in school time or mainly school time, which enriches the curriculum and educational experience of the children, we do make a charge to cover the costs of board and lodging, travel expenses and entry fees. We do not charge for staff or educational materials. Families of children who cannot make a full payment may be supported at the Headteacher's discretion.

### 5. Swimming

The school organises swimming lessons for all children from Year 2 upwards. These take place in school time and are part of the National Curriculum. We ask parents to make a voluntary contribution towards the cost of providing this aspect of the curriculum. We inform parents when these lessons are to take place and the costs involved including the transport.

### 6. Outside organisations

Pupils taking part in activities out of school hours which are provided by outside agencies will be required to fund the activity fully.

**7. Refunds**

- 7.1 Where an activity is chargeable to the parent and the pupil has been unable to attend as a result of a School activity arranged for the same time, no charge will be made. Refunds will be made on request.
- 7.2 Where an activity is chargeable to the parent and the school has been previously informed of a change in time/date by an instructor/teacher and this is not communicated by the school to the parent, resulting in a missed lesson, no charge will be made.
- 7.3 Specific activities may have individual refund policies which will be made clear to parents at the time.