

Charging Policy

Date of Policy: Spring 2018

Review Date: Spring 2020

Introduction

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

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the 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 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, but those pupils whose parents have not responded to the original trip advice will not be allowed to take part.

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. Where a pupil is identified as being in financial hardship, (for example, Pupil Premium), we may offer financial support through reducing the cost of the trip. This is at the discretion of the Headteacher and parents are asked to contact the school if they have any concerns over payment. 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 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 external provider;
- sporting activities which require transport expenses;
- visits to or by a theatre company/disco;
- musical events.

Residential visits

The school organises a yearly residential visit to Stubbers Adventure Centre for our Year 6 pupils. This is not directly related to the National Curriculum. Parents are asked to pay for this visit. Parents are asked to contact the Headteacher if they experience difficulties with payment. As with voluntary contributions, where a pupil is identified as being in financial hardship, (for example, Pupil Premium), we may offer financial support through reducing the cost of the trip.

Refunds

Refunds cannot be given for school trips/residential visits which are paid in advance by the School. However, the Headteacher will consider individual requests for refunds in exceptional circumstances e.g. illness.

All trips and events are fully costed prior to the letters being sent out to parents. In the unlikely event that a trip or event funded by parents returns a profit (e.g. extra children joining the school in the period between the initial letter and the trip, or the provider reducing their fee) then parents would be refunded the difference if it is £5 per child or over. If the profit is below £5 per child, the money would be allocated to school fund.

Music tuition

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

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers and organised by Havering Music School. They organise payments via direct debit and ensure children receive the relevant amount of teaching time. We give parents information about additional music tuition at the end of each academic year, in preparation for the following September.

Swimming

The school organises swimming lessons for children in Years 4-6. These take place in school time and are part of the National Curriculum. We therefore 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.

After & Before School Clubs

The school offers additional clubs before and after school. We make a charge for these sessions to cover the cost of sports coaches/leaders. Fees are not refundable or transferable unless in exceptional circumstances and only if authorised by the Headteacher. In the event of a club being cancelled by the School, a refund will be offered.

Monitoring and Review

This policy is monitored by the Resources Committee of the governing body, and will be reviewed in two years, or earlier if necessary.

This Policy was agreed by the Resources Committee on: 8th March 2018

Signed: _____ Date: _____