



# **Rudston Primary School**

## **Charging Policy**

**Date: November 2019**

**This policy and all school policies are produced in accordance to guidance set out in our school legislation and guidance policy.**

**Approved By Governors: Autumn 2019**

**Review: Autumn Term 2021**

## **Our Mission Statement:**

To develop a love of learning,  
enabling all children  
to reach their full potential.

\* Respect \* Resilience \*  
\* Responsibility \* Enjoyment \*  
\* Challenge \*

## **Safeguarding Statement:**

“Rudston Primary school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

## **Introduction**

**1.1** At Rudston Primary School all education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

## **2 Voluntary contributions**

**2.1** When organising school trips or visits to enrich the curriculum and the educational experience of the children, Rudston Primary 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.

**2.2** 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.

**2.3** 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, art galleries, places of interest
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- visiting speakers to the school e.g. science workshops
- musical events
- costs to cover ingredients

## **3 Residential visits**

### **3.1**

If Rudston Primary School organises a residential visit during school time, or mainly in school time, which is to provide education directly related to the National Curriculum guidance in points 2.1 and 2.2 above apply. If the residential visit is mainly out of school time i.e. holidays or weekends Governors reserve the right to withdraw a place from a child who is unable to make part or whole payment. Governors will consider each such cases individually.

## **4 Music tuition**

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

**4.2** There may be a charge for individual or small-group music tuition that you chose to opt-in to, 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. When a charge is for these lessons by the provider, parents in receipt of state benefits are exempt from payment. Information about charges for tuition and instruments is given to parents before children embark on a programme. Children are mainly required to purchase their own instruments. In special circumstances the School will help with the purchase of instruments.

## **5 Swimming**

**5.1** The school organises swimming lessons for children in Key Stages 1 and 2. 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.

## **6 Materials**

**6.1** In some circumstances parents may be asked to contribute towards the cost of materials for a particular activity e.g. food.

## **7 After school clubs provided by outside organisations**

**7.1.1** The school offers a range of additional clubs after school. Where a qualified coach runs and organises these sessions there may be a charge. Other sessions led by teaching staff in their directed time will be offered to pupils free of charge.

If a member of support staff provides coaching outside of contracted hours and operates a separate business then they must complete a declaration of interest form. All outside providers must confirm in writing that they are responsible for declaring their earnings for tax & revenue purposes. To allow a transparent audit trail, monies will be collected through school (via school office or online parent pay) and providers are required to invoice the school half termly for services provided.

## **8. Payment of Fees**

**8.1** All fees for Out of Hours Clubs and Bright Stars Nursery must be paid in advance of the child participating/using in this activity or service. Failure to do so may result in your child being refused access to Nursery or Out of Hours club(s). If fees are paid monthly, no matter what method is used for payment (Childcare Vouchers, Cheque, Parent Pay or Cash), the school must receive this funds at the beginning of the month of attendance.

**8.2** As places will be booked and paid for in advance in order that staffing levels can be organised and food purchased, we will not be able to offer a refund if a child does not attend. This is also applicable for personal holidays and sickness. If the school cancels the club, a full refund will be given. The only possible cause for cancellation would be for school closure due to adverse weather conditions or problems with the building i.e. no heating or water supplies. In the event of closure, all parents will be contacted by text message.

## **9. Monitoring and review**

**9.1** This policy is monitored by the governing body, and will be reviewed in one year, or earlier if necessary.

Signed:

Agreed Governors

Date: Autumn 2019

Review Date: Autumn 2021