

JOHN WILKINSON PRIMARY SCHOOL AND NURSERY

Policy on Charging

1 Introduction

- 1.1 The Governors recognise the valuable contribution that the wide range of additional activities can make towards pupils personal and social development.

All the education we provide during school hours is at no charge to school age pupils. We do not charge for any activity undertaken as part of the National Curriculum for school age pupils but may charge should the activity cover not only the National curriculum but fulfil another purpose.

For pre-school children the governors publish set charges for all services and these are approved annually. Charges are made for childcare and education unless covered by 15 or 30 hours free child care per week for 39 weeks. 24U funded child care is also provided. All charges for food are also published in the Nursery prospectus. Notice of six weeks is required for cancellation. Payment is two weeks in advance.

2 Voluntary contributions

- 2.1 When organising nursery /school trips to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.

- 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 and carers have a right to know how each trip is funded, and the school provides this information on request. This excludes residential visits.

- 2.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events
- Visits to places of interest.

3 Residential visits

- 3.1 If the school organises a residential visit we do request a charge to cover the costs of board and lodging. If we cannot raise sufficient funding through these contributions, the visit may have to be cancelled. In cases of family hardship, the Governors invite parents to apply, in confidence, for the remissions of charges to be paid in part or in full. Authorisation will be made by the head in consultation with the Chair of Governors. Pupil premium monies may be used to cover these costs for relevant pupils. Refunds are not made for bookings, as these are chargeable.

4 Music tuition

- 4.1 All children study music as part of the curriculum. We do not charge for this.
- 4.2 There is a charge for individual or small-group music tuition for school children, 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. We make a charge for these lessons. We give parents and carers information about additional music tuition at the start of each academic year or termly. Parents **must** pay remissions in order for their child to participate in lessons. Charges will be made for the whole term, in advance, and are **non-refundable**. Children will be excluded from lessons if payment is not received. Advanced notice of 6 weeks is required for cancellation. Pupil premium can be used to support these activities for children in receipt of Free School Meals, pupil premium or if identified by the head as nearing this threshold.

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 but may ask for voluntary contributions towards coaches especially if additional activities are incorporated or if additional swimming/sporting opportunities are given. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

6 Extended schools - school clubs

- 6.1 The school offers additional activities after school; we call these after school clubs. Some are provided by school staff and some by coaches e.g. football coaching after school. Where qualified coaches, who are not a member of the school staff, run and organise the sessions we make a small charge for these sessions. Other clubs require us to charge in order to pay staffing costs and sometimes the cost of materials and ingredients are charged for. This followed parental consultation in 2011 where sustainability and availability were identified as priority for parents. Pupil premium can be used to facilitate inclusion.

7 After school care

- 7.1 After school care is charged at costs agreed by the governors. These are published for parents. These fees must be paid two weeks in advance. Non-payment would result in a place being withdrawn. Six weeks' notice to quit is

required and overpayment in non-refundable. The school withhold the right to withdraw access to this provision and, if this occurs, a refund will be made.

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8.1 **Monitoring and review**

This policy is monitored by the governing body, and will be reviewed every annually or earlier if necessary.

Date: March 2020

Review Date: March 2021

Agreed in meeting dated: 23.10.19 Finance and general purposes committee

No changes

Reviewed November 2020

Agreed by e mail distribution November 2020 Finance governors