

# Charging Policy

## 1 Introduction

1.1 We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

## 2 Voluntary contributions

2.1 When organising school trips or visits/visitors to the school or off-site to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost where appropriate. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have no option but to cancel a trip or event. 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, and the school provides this information on request.

2.3 The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'.

This list is not exhaustive:

- Visits to museums/art galleries/dramatic/Arts performances
- Sporting/arts/inter-schools activities which require transport expenses
- Outdoor adventure activities and Residential Trips
- Visits to or by a theatre company
- Musical, Dance, Cultural visits and events.

2.4 Class Fund: the children in the EYFS are invited to donate £1 a week to offset the costs of materials, resources and activities.

## 3 Swimming

3.1 The school organises swimming lessons for all children in Year 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity or transport.

## 4 Debt Recovery

No debt for paid services (e.g. school meals, Breakfast Club) will be allowed to exceed £40.00. At this point, paid services will cease until the debt is fully paid off.

The school will endeavour to recover monies owing through communications, verbal and written; if after 3 months the debt remains outstanding, legal action (e.g. small claims court) will be taken.

## **5 Monitoring and Review**

5.1 This policy is monitored by the governing body, and will be reviewed regularly before ratification

Approved by Governors Summer 2016  
Review Autumn 2019.