GREENBANK PRIMARY SCHOOL

Charging Policy

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**Author: School Business Manager**

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**Checked by: SLT**

**Approved by: Heads and Chairs Group (HT/DHT/ C of G/ VC of G)**

**Greenbank Primary School Charging Policy**

**Introduction**

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

**School trips and visits**

When organising school trips or visits which enrich the curriculum and educational experience of the children the school does not charge for these activities where possible. When this is unavoidable due to entrance fees, we will notify parents well in advance.

**Residential visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to contribute to the cost of board and lodging. This is currently approximately 50% of the total cost.

We will offer payment by instalments for all children via our cashless system to make it as affordable as possible for parents. Children / parents who express a concern that they may not be able to go for financial reasons are able to speak with the pastoral team and Headteacher to find a resolution. Children should not be excluded from trips for financial reasons.

**Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Extra Music lessons are not provided for at school as part of our curriculum. If parents wish to have extra Music lessons we signpost them to the appropriate services.

**Swimming**

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. We inform parents when these lessons are to take place, and we ask parents for written permission for their child to take part in swimming lessons.

**Breakfast Club**

Breakfast Club runs from 8.15am to 8.45 am when the school day starts and children join their class. Parents must bring their child and sign them into the Breakfast club every day that they attend. This service is free to children attending.

**After School Clubs**

Wherever possible we try to offer after school clubs with no charge. Currently no extra-curricular activity after school clubs incur a cost.

**School Dinners**

Children who have school dinners, and are not entitled to free school meals, must pay the current prices for these (price available from the school office, currently £2.15). All dinner money must be paid through the Sims Pay cashless system for the full week **in advance** and children have to stay on their preferred lunch for the full half term. For full details of how dinner money debt is managed please see our dinner money debt policy.

**Tuck Shop**

The school operates a Tuck Shop for Years 3, 4, 5 and 6 where fruit can be obtained from the office at morning playtime (price available from the school office, currently £1 per week). Children are encouraged to pay for fruit on a Monday morning for the whole week.

**Lost Books, Book Bags and Water Bottles**

Children are given a free book bag when they start school in Nursery or Foundation. A charge is made for lost books, replacement book bags and water bottles. Re-fillable water bottles are on sale from the school office. The school may not make a profit on these items and we charge them at cost price.

**Late Fee**

A parent is charged £2.50 per child for every fifteen minutes each child is collected late after 3.15pm. However, if a parent is on their **3rd occasion of arriving late** to collect a child then this charge will increase to **£5.00 per child for every fifteen minutes** they are late in collecting their child. This increased fine of £5.00 for every fifteen minutes will remain as the charge for the remainder of the academic year. For full details please see our late fee policy.

**Nursery**

Where a child stays for extra Nursery sessions (above 15 hours entitlement), these sessions must be paid for as outlined in the contract signed by parents, price available from the school office. The current cost is £7.50 per session or £30 for the full week. This is only available when numbers allow.