

# **Oxford Gardens Primary School**



## **CHARGING POLICY**

**September 2022**

# Charging Policy

## 1 Introduction

- 1.1 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 which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. 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;
  - sporting activities which require transport expenses, or venue hiring;
  - outdoor adventure activities;
  - visits to the theatre;
  - residential school trips;
  - musical events.

## 3 Residential visits

- 3.1 The school invites parents to contribute to the cost of the trip. 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.

## 4 Music tuition

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

- 4.2** The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons which is based on the cost to the school. We give parents information about additional music tuition at the start of each academic year. Parents/Carers are invited to make voluntary contributions to fund the cost of instrument repair and general maintenance.

## **5 Swimming**

- 5.1** Swimming takes place for Year 3 at Kensington Sports Leisure Centre.

## **6 Additional Sports Coaching**

- 6.1** Qualified coaches, who are not members of the school staff, run and organise these sessions.

## **7 Other Out of Hours Activities**

- 7.1** We run a range of After School Clubs from 3.30-4.15 each day, run both by our support staff and by organisations working alongside West London Zone.

In addition to this, we run S2S club, from 3.30-6.00, which offers a range of activities and a healthy, hot meal.

### **7.2 Charges for ASC sessions run by the School**

For the clubs run by OGPS staff, there is a charge of £2 a session per child. All payments must be made in advance, on a termly basis, via School Gateway. Refunds are not issued for poor attendance or missed sessions. Exemptions apply and are within the Head Teacher's discretion.

Clubs run in conjunction with West London Zone, do not involve a charge.

There is a charge for S2S club of £10 a day per child. Exemptions apply and are within the Head Teacher's discretion.

## **8 Bus and Transport Charges**

- 8.1** We normally charge children if they are transported in a minibus or coach to an off-site venue to participate in an extra-curricular activity. However, we use these charges only to cover the expenses of the transport, and not to make a profit.

## **9 Breakfast Club**

- 9.1** Breakfast Club continues to be a service which is managed by the School. There is a charge for the Breakfast Club of £2 per day. Exemptions apply and are within the Head Teacher's discretion

## **10 Dinner money debts procedure**

- 10.1** Meals may be paid for on a daily, weekly, half termly or termly basis. Senior Admin Officer is the designated person to deal with any outstanding payments.

Dinner money debts are reviewed on a weekly basis. If an individual child's account is £20 or more in debt the following procedure applies:

1. Text message is sent via Schoolcomms to the parents asking to clear the debt.
2. Parent is approached by the Senior Admin Officer when collecting their child after school.
3. Phone call is made to remind the parent to clear the debt.
4. If the debt remains unpaid, the school sends a request to the parent that the child is provided with a packed lunch until the debt is cleared. The Senior Admin Officer ensures this is adhered to.
5. If the parent expresses the wish to continue with school dinners then individual payment plan is discussed and agreed with the parent and at least some of the debt must be cleared.
6. If parent chooses for their child to have packed lunches, individual payment plan is discussed and agreed with the parent to clear the debt.
7. In the case of any debt remaining unpaid, the Senior Admin Officer refers the case to a member of Senior Leadership Team who then makes a decision on next steps to recover the debt.
8. For families with financial difficulties the school will work hard with the family to agree a solution which is not to the detriment of the child.
9. In the event of a child leaving the school with an outstanding debt, the case is referred to the Finance Committee of the Governing Body to decide on further steps.

**Signed:**

**Head Teacher** \_\_\_\_\_

**Chair of Governors** \_\_\_\_\_

**Date: September 2022**