

Southcoates

Primary Academy



Charging Policy

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Reviewed by T Libera

Southcoates Primary Academy

Charging Policy

1. Introduction

1.1. All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities such as individual or small group music tuition.

2. Aims and Objectives

2.1. The aims of this policy will:

- Set out what the Academy will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities; and
- Clarify how charges are determined for the private use of equipment and resources.

3. Voluntary contributions

3.1. When organising Academy trips or visits to enrich the curriculum and the educational experience of the children, the Academy may invite 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. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

3.2. The following is a list of additional activities, organised by the Academy, which may require voluntary contributions from parents and carers. These activities are known as "optional extras". This list is not exhaustive:

- Visits to museums;
- Fieldtrips and research visits;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to or by a theatre company; and
- Musical events.

4. 30 Hour Nursery Provision, Lunchtime Provision and Additional Nursery Sessions

4.1 Nursery provision, beyond the statutory 15 hours per week or the 30 hours a week for parents/carers who are eligible, will be charged as follows:

- Lunchtime Session (one hour per day) = £2.00 per day
- Additional Nursery Session (morning or afternoon) = £10.00 per session.

5. Residential Visits

5.1. If the Academy organises a residential visit in school time, or mainly in school time, to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do suggest a voluntary contribution to cover the costs of board and lodging, although parents and carers who receive state benefits are exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would be covered in other ways.

6. Music Tuition

6.1. All children study music as part of the normal Academy curriculum. We do not charge for this.

6.2. Music may be studied as part of an after school club. We do not charge for this.

6.3. There is some 1:1 and/or small group music tuition, which again we do not charge for (at the present time).

7. Swimming

7.1. The Academy organises swimming lessons for children in Key Stage 2 (normally in Y4). These take place in school time and are part of the National curriculum. We make no charge for this activity. 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.

8. Sports Coaching

8.1. All sporting activities that are part of the national curriculum are provided at no extra charge to parents or carers.

8.2. After school sporting activities are provided at no extra charge to parents and carers, but a voluntary contribution may be requested to cover transport costs.

8.3. Sporting activities provided during school holidays do not normally incur a charge to parents and carers, but a voluntary contribution may be requested to cover transport costs or the cost of a qualified sports coach.

9. Examinations

- 9.1. No charge is made for entry for a prescribed public examination, if the pupil has been prepared for it at the Academy; and
- 9.2. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the Academy.

10. Academy Uniform

- 10.1 Southcoates Primary Academy has a uniform of burgundy and grey. Sweatshirts, cardigans, polo shirts and coats with the Academy logo, along with other items such as book bags and sandshoes, are available to purchase direct from our supplier (CS Enterprises) online at www.csenderprises.co.uk. Details of how to order uniform are available from the school office on request; this information is also detailed on the CS Enterprises' website.
- 10.2 Academy uniform, without the Academy logo, can be purchased from any source and is acceptable within the Academy as long as the colours are in line with the Academy uniform and are not covered in trademark logos.

11. Spoiled, Lost or Destroyed Resources

- 11.1 The Academy reserves the right to ask parents and carers for a donation towards the cost of replacing a lost resource (eg repeated loss of a reading book) or a destroyed resource in or out of school. This cost will be nominal and used to highlight the seriousness of this loss and lack of care. This will be judged on an individual basis.

12. Photocopy and Telephone Charges

- 12.1 The private use of Academy items, such as photocopier and telephones is permitted on request, by Academy staff, governors, parents and carers as follows:
- The use of the Academy telephone for private calls is permitted on request in emergencies for staff, governors, parents and carers. In the case of staff and governors, there will be no charge, but the Academy reserves the right to make a request for a donation from parents and carers depending on the situation;
 - Calls to international numbers are not permitted apart from in exceptional circumstances;
 - The private use of the photocopier for staff and governors is allowable with no charge being levied for one or two copies. However, for larger quantities a request for a donation may be made.

13. Community Use Charges/Private Lettings

13.1 Any requests received in writing for Community Use are considered on an individual basis; costs are agreed at the time that written requests are received.

14. Monitoring and Review

This policy is monitored and will be reviewed every three years or sooner if necessary.