



# **St. Joseph's Catholic Primary School**

## **School Charging Policy**

<b>Approved by:</b>	Governing Body	<b>Date:</b> Nov 2018
<b>Last reviewed on:</b>	October 2016	
<b>Next review due by:</b>	November 2020	

## **Introduction**

It is the policy of the School to provide each child with the materials and equipment considered necessary for his or her education free of charge wherever possible. However, the Governors accept that certain activities that broaden and enrich the curriculum cannot be provided unless parents are asked to make a voluntary contribution to the cost.

## **School Admissions**

Governors operate pupil admission criteria that do not take account of parental willingness or ability to contribute to funds.

## **Educational Trips / Day Visits**

The School is pleased to organise trips to theatres, museums etc. which are directly linked to the curriculum. Each trip is carefully costed and parents of pupils for whom the trip is intended are expected to contribute the cost of the trip. The School does not seek to make a profit out of such activities. If insufficient funds are contributed the trip may have to be cancelled.

## **Educational Trips / Residential**

The year 6 residential trip is self-financing. Each trip is carefully costed and parents of pupils for whom the trip is intended are asked to contribute towards the cost of the trip. The School does not seek to make a profit out of such activities. If sufficient parents agree to pay then the residential trips will go ahead.

## **Visits to the School from outside organisations**

Voluntary contributions are requested from each parent to cover the cost of visits such as theatre and drama groups. If this would cause financial difficulty, please discuss the matter with the Headteacher.

## **Music and Instruments**

Where the school arranges individual / small group lessons in school through music tutors, parents are expected to meet all charges for lessons and examinations provided by external specialists. Charges made are in line with the recommendations made by Ealing Music Services and are payable on a termly basis, in advance, to the School.

## **Practical activities including Art and Cookery**

A small contribution is normally required for these activities. Occasionally, children may be requested to bring in ingredients or materials, or to make a small contribution to items e.g. pottery, they wish to take home.

## **Nursery / FS1 & Reception / FS2**

Due to the volume of consumables used, parents are asked to make a termly voluntary contribution – these monies are used to replace consumable materials and resources, generally work using such consumables is sent home

## **After School & Lunchtime Activities**

A wide range of clubs are organised by staff at these times. These are generally provided free of charge. However, the school does reserve the right to make a charge to cover costs. Where activities are provided by outside organisations e.g. a Sports Club, a charge will normally be made by the organisation concerned and attendance will be conditional upon payment of the fee.

## **Swimming**

Swimming lessons in Year 4 and 5 are financed by the school i.e. there is no charge to parents.

## **Breakages / Damages / Lost Items**

The Governors reserve the right to ask parents to make a contribution towards the cost of repair or replacement of items damaged or broken through their child's deliberate action or carelessness. The Governors also reserve the right to ask parents to make a contribution towards the cost of replacement of any school resources, including books, which are either lost or badly damaged when taken home.

## **After School and Holiday Child Care**

An after school child care club is available up to 6.00 pm each school day. This is self-financing and fees are payable by parents directly to the club.

## **School Documents**

In accordance with the Data Protection Act 1988, copies of School Policies and other documents are available for parents to consult at the school. Should parents wish to have their own copy of any documents, a charge to cover the administration costs of producing these documents will be made.

Subject access requests as defined under the GDPR (2018) will not be charged for.

## **Remissions Policy**

With regard to educational trips, the school may be able to offer discretionary financial assistance, subject to the availability of funding, to families with exceptional circumstances or who are currently entitled to Pupil Premium funding (for as long as that funding lasts)

Approved: Resources & Compliance Committee on behalf of the Governing Body