



## 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, apart from some transport costs.

### 2 Voluntary contributions

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, we always include those 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. We also have a charitable fund to support parents who are unable to meet certain costs and pupil premium funding can be used to pay for visits for those on the Ever6 register. Each case is considered on an individual basis. 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 at times invite voluntary contributions from parents. This list is not exhaustive:
- visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - school trips abroad;
  - musical events;
  - after school clubs.

### 3 Residential visits

- 3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging, transport and insurance. The school offers a phased payment method to spread the cost over a number of weeks/months. Requests from parents for financial help, particularly those who receive state benefits and/or are eligible for Pupil Premium, will be considered, and a contribution to cover all or part of the costs agreed. Each case is considered on an individual basis.

### 4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group

lessons are taught by peripatetic music teachers. There is a charge for these lessons, but parents in receipt of state benefits may be exempt from payment.

## **5 Swimming**

- 5.1** The school organises swimming lessons for children Y3-5 and for those children unable to swim 25m in Y6. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity, although parents are asked to pay for transport to the swimming pool. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

## **6 After School Clubs**

- 6.1** Extra-curricular activities organised and run by school staff and parent volunteers are sometimes offered free of charge.
- 6.2** Other activities, particularly those run by outside tutors/qualified coaches, may be offered, which do incur a charge.
- 6.3** Hourly charges are made for Breakfast Club and our After School care provision (Owl Club) (and any clubs within Owl Club)

## **Nursery**

- 6.4** The school offers 15 funded hours per week for all children the term after they are 5.
- 6.5** From September 2017 the school will be offering 30 hours per week funded places for children of working parents who qualify.
- 6.6** Parents may purchase additional hours for their nursery child above the 15 funded hours if they do not qualify for the 30 funded hours per week. The cost is in line with Breakfast Club/Owl Club fees.

## **8 School minibus**

- 8.1** We use the school minibus whenever possible to keep costs to a minimum. There is a small charge made for this. However, we use these charges only to cover fuel, and not to make a profit. We follow the Oxfordshire recommended amount per kilometre.

## **9 Online Payments**

- 9.1** The use of ParentMail +Pay to make online payments for visits and meals via ParentMail2 is to be permitted from September 2013. The cost of visits and extra-curricular activities will be calculated to incorporate likely credit/debit card charges.

## **10 Administration Charges**

- 10.1** An Administration Charge of £25 may be applied to cover costs in sending out letters chasing overdue payments for items other than voluntary contributions, and for cancelled lettings bookings once paperwork has been prepared.

## **11 Monitoring and review**

This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary.

