

Charging Policy

1. Introduction

At Meadowfield Primary School, we provide the best education we can for all our pupils in a happy, caring and healthy environment. The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

2. Responsibilities

The Governing Body is responsible for determining the content of this policy and the headteacher for implementation. Any determination with respect to individual parents/carers will be considered jointly by the headteacher and Governing Body. All education during school hours is free. Legislation prohibits charges for education provided during school hours, including the supply of any materials, books, instruments or other equipment. We do not charge for any activity undertaken as part of the Curriculum with the exception of individual and group music tuition as deemed appropriate by the Governing Body.

3. Charges

At Meadowfield Primary School, charges are made for:

- Board and lodging on residential visits
- Some after school activities
- Any other education or transport unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Damage/vandalism/loss to and of school property

4. Residential Visits

We organise some annual residential visits for pupils in Key Stage 2. We make a charge to cover the costs of board and lodging in line with Leeds City Council guidance. We set up staggered payment system to make this as supportive a process as possible; if there are families in financially difficult circumstances then Governors will consider supplementing or paying for the trip on that occasion. No child will be denied access to a visit on financial grounds. Children whose parents/carers are in receipt of the following support payments will be given priority in terms of school supporting them financially:

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part V1 of the Immigration and Asylum Act 1998
- Child Tax Credit, or other support mechanisms to be agreed at discretion of the headteacher
- In receipt of pupil premium credit

5. Voluntary contributions

When organising school trips or visits or visitors, which enrich the curriculum and educational experience of the children, the school invites parents/carers/carers to

contribute to the cost of the trip or visitor. The terms of any requests to parents/carers specifies that it is a voluntary contribution and in no way represents a charge. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip or a visitor. If a trip goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from any others. If a parent/carer 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 from the school budget or from school fund in order to support the event. Parents/carers have a right to know how each trip is funded and the school provides this information on request. Staff try to inform parents/carers well in advance and give as much information as possible about the learning objective, cost, transport and organisation of the event. Efforts are made each year, excepting out of hours and residential activities, to keep costs down and to subsidise trips as much as possible.

In summary, the following is made clear to parents/carers:

- a) that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay
- b) that registered pupils will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request

The following is a list of additional activities organized by the school which require voluntary contributions from parents/carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- visiting artists or specialists;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

The headteacher is responsible for determining the level of the voluntary contribution.

Voluntary contributions will be used to:

- pay staff or visiting artists/specialists
- pay transport costs for pupils and accompanying adults
- pay admission charges
- pay for equipment
- subsidise pupils from low income families

6. Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. The school funds peripatetic music tuition.

7. Swimming

The school organises swimming lessons for 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.

8. After School Clubs

At Meadowfield Primary School, we offer a wide range of study support activities throughout the year including art, sewing, computers, woodwork, drama, football, tchoukball, cooking and well being.

There is no charge for occasional sports coaching and matches after school (e.g. skipping, football, netball, athletics), led by school staff or parents/carers on a voluntary basis. Other activities, at lunchtime, weekends and after school are provided by staff, parents/carers, governors and friends of the school on a purely voluntary basis and these are free to pupils.

Head teacher:

Helen Stout

Policy Review

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