

**St. Paul's RC Primary School**  
**CHARGING POLICY - SCHOOL ACTIVITIES,  
SCHOOL LUNCHES & MILK**

The governing body St. Paul's RC Primary School has adopted the following policy in connection with the matter of charging for school activities.

1. The governing body endorses the policy of the Wirral Local Authority (LA) with respect to charging for school activities. This policy backs the principles that education in maintained schools should be free and that no pupil's education should be affected by his or her parents' / carer's unwillingness or inability to pay or contribute towards the cost of the pupil's education.
2. Pupils should not have to pay for any materials, books, instruments or other equipment which they use in connection with education provided during school hours. However, the school may charge for, or ask for ingredients or materials for, practical subjects where parents have said that they want to own the finished product.
3. The school will not charge for staff or material costs at residential centres, or for travel to and from outdoor centres if the visit takes place during school hours, However, we may charge for travel if the visit is an optional extra.
4. The school will charge for board and lodging at residential centres. Remission on these charges will be available if the parents / carers are in receipt of the following benefits when the visit takes place:
  - Income Support
  - Working Tax Credit
  - Disability Working Allowance
  - Income Based Job Seeker's Allowance*(Information correct as at August 2014)*

Parents should contact the Head Teacher in the first instance.

There is no requirement to complete any forms and the cost will be met by the school from the school budget, school funds or Pupil Premium as determined by the Finance Committee. If the school does not have sufficient funds to meet these costs the Head Teacher may cancel the trip.

5. School trips and visits form an important part of the curriculum offered by our school. Parents are not required to pay for such visits, but may be asked to make voluntary contributions towards the cost. No pupil will be excluded from a school trip because of their parents' unwillingness or inability to contribute, however, it is hoped that parents will feel able to support the school in its efforts to provide a full and interesting curriculum for all its pupils. If the contributions made are not sufficient to enable a planned trip to take place, the Head Teacher may

cancel the trip or make such changes to the organisation of the trip as he/she thinks necessary.

6. For activities defined as “optional extras” under the Education Act 1996, the school will charge for board and lodging, travel, materials, books or other equipment, entrance fees, teaching and non-teaching staff and any other costs for providing the activity. If parents would like their children to take part in such activities but are unable to meet the full cost, financial assistance may be available; the Headteacher is happy to talk to parents in confidence about that possibility.
7. Parents may be asked for payment towards the cost of repairing or replacing any part of the fabric of the school or any item of school property which has been damaged or lost as a result of their child’s behaviour.
8. Parents will be asked to pay for examination fees in the circumstances outlined in the Local Authority’s policy statement. (<https://www.wirral.gov.uk/my-services/childrens-services/education-and-learning/extra-curricular>)
9. Music tuition is available to all pupils. There is a charge for the service provided by Wirral Schools Music Service. Remission fees may be available for those parents in receipt of free school meals benefits.
10. The school will charge for instrumental music tuition in groups of up to four.
11. School milk is provided by school or (**Cool Milk**). Milk is provided free to pupils under the age of 5 and pupils who receive a free school meal.
12. A “Schedule of Charges” will be compiled annually and agreed by the Governing Body. This will include any services provided by the school where a cost is incurred including music tuition, school lunches & milk.
13. School meals may be given free of charge to staff and / or visitors at the discretion of the Headteacher,

**Taken to Finance Meeting dated .....**

**Approval at full Governing Body meeting dated .....**

**Signed (Chair of Governors) .....**