



Woodford Green Primary School

Charging Policy
2018-19

Last Review Date: Summer 2018
Author: SLT
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Next Review Date: Summer 2019

Introduction

All education during school hours is free with the exception of individual or group music tuition. We do not charge for any activity undertaken during school hours as part of the National Curriculum.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. 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 have not paid any contribution. We do not treat these children differently from any others.

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. Parents have a right to know how each trip is funded. The school provides this information on request.

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

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- school trips
- musical events

Parents/carers will be given reasonable advanced notice of proposed visits/activities and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging and may invite voluntary contributions to meet other costs associated with the visit. Parents/carers who receive specific state benefits are exempt from charges for board and lodgings and this will be discussed when visit details are notified.

Parents/carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. If visiting music teachers offer individual or small group music tuition at the school which is additional to the National Curriculum then a charge will be made. We give parents information about this facility at the start of each academic year.

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 or for associated transport costs. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part in swimming lessons.

Out of school clubs and activities

When the school is offering out of school clubs, the school reserves the right to charge for such sessions to cover the cost of provision where those activities are not directly aimed at providing educational benefit to the children or where they are run by outside providers.

Childcare

Parents/carers will be responsible for meeting full costs for childcare, provided outside of school hours, including any transport costs for supervised transfer. Parents/carers may be eligible for financial support towards childcare costs through Working Tax Credits. The school will aim to promote financially self-sustainable childcare with full regard to existing provision within the locality.

Loss of/Damage to school property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to children the Head teacher in consultation with the Governing Board may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.