

# ST. PETER'S C. OF E. PRIMARY SCHOOL

## Charging Policy 2018

### **Mission Statement**

Our children will enjoy learning and gaining new knowledge and understanding whilst working together in a caring Christian community. They will be supported, nurtured and cared for which will help them make excellent progress and achieve to the very best of their ability. They will have high expectations and aspirations, be confident when working independently as well as able to work creatively and collaboratively as part of a team. They will celebrate victories and be unafraid of, and learn from, adversities. They will respect one another, be happy and hardworking and relish and rise to challenges that lay before them.

### **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 with the exception of individual or group extra-curricular clubs that take part at lunchtime or after schools.

**1.1.1** If teachers are asked to complete a passport for a child, because this is nothing to do with a child's education, then a £5 admin fee is charged.

### **2 Voluntary contributions**

**2.1** 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.

**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. 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 require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums and theatres
- sports coaching from a visiting qualified coach
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- after school clubs to purchase resources
- school trips abroad;

### **3 Residential visits**

**3.1** 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 ask parents to make voluntary contributions to cover the cost of transport and the activities undertaken at the centre. However, we do make a charge to cover the costs of board and lodging.

**3.2** It is school policy that no child should be excluded on financial grounds alone. Money is available through the pupil premium budget to support some families financially. Children eligible for free school meals may be subsidised.

## **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 group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. Charges for these lessons are direct to the parent from Lancashire Music Service. We give parents information about additional music tuition at the start of each academic year.

## **5 Swimming**

**5.1** The school organises swimming lessons children in Year 4 and 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity. 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.

## **6 Photocopying**

**6.1** School makes a charge for photocopying based on the counter readings each term. The following charges are made:

Black and white A4 copy	5p
Black and white A3 copy	10p
Colour by request	

## **6.2 Freedom of Information**

Charges which may be made for Information published under this scheme  
The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_