

# **St Luke's CE Primary School**

## **Charging Policy**

Agreed at Finance and Staffing Meeting, June 2016  
Approved by Full Governors June 2016  
To be next reviewed June 2018

## St Luke's CE Primary School Charging Policy

### 1 Introduction

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 some individual or small-group music tuition. The intention of charging for visits/activities is to cover the cost and not to make a profit.

### 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 trip. However, we budget for a contingency fund to support families facing hardship. Parental requests for support from this fund are treated with confidence. 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 Parents have a right to know how each trip is funded. A breakdown of costs is provided with the information letter about the visit and more detailed information is available on request.

2.3 The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- visits to museums and galleries;
- sporting activities which require transport expenses beyond the school minibus;
- outdoor adventurous activities;
- visits to or by a theatre company or other live performances
- residential visits

2.4 On occasion, particularly on residential trips, costs have to be estimated at the time parents are asked for contributions. As a part of the audit of the school fund an analysis of any surplus/deficit on individual school trips will be undertaken. In the unlikely event that an individual trip has made a significant surplus (>5% or £5 per pupil, whichever is the greater) then this will be refunded to parents/carers provided that the pupil is still in attendance in the school. Smaller amounts will not be refunded due to the cost of administration involved. No deficits will be charged to parents/carers. Any overall net surplus/deficit will be used for the benefit of the school.

### **3 Music tuition**

- 3.1** All children study music as part of the normal school curriculum and the school employs a peripatetic music teacher to work with some classes for part of their music curriculum. We do not charge parents and carers for this.
- 3.2** 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. Peripatetic music teachers teach these individual or small-group lessons and there is a termly charge. We give parents information about additional music tuition at the start of each academic year.

### **4 Swimming**

The school organises swimming lessons for all children, mainly focused on Y3 and Y4. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity.

### **5 Extra-curricular Activities**

- 5.1** Where these are run by members of the school staff, we make no charge to parents/carers as the staff lead these sessions voluntarily. Occasionally there may be a charge for equipment or materials, eg cookery club, scrap-booking club
- 5.2** Where sessions are run by qualified teachers and coaches who are not members of school staff, charges are passed on to parents/carers.

### **6 School minibus**

We normally charge if children are transported in the minibus to a day's or residential visit, including this in the overall transport costs for the day. However, we use these charges only to cover the expenses of the trip, and not to make a profit. We do not charge if the mini-bus is used for an extra-curricular activity such as transporting a school team to an away game or a Maths Challenge event.

### **7 Refunds**

If school is able to recoup the full cost or a percentage of the costs paid, these will be passed on to parents/carers of pupils who miss a visit through illness.

### **8 Monitoring and review**

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

**Sharon Cowey**