

# St Andrew's C.E. Primary School

## Charging Policy



### Mission Statement

*'St. Andrew's School seeks to be one in which high educational standards are developed from a firm Christian basis and which fosters sound Christian understanding and values and ideals'*

*In particular, we aim to :*

- *enable all our pupils to develop their full potential and to grow in understanding and in the acquisition of skills, attitudes and values;*
- *provide an environment in which the importance of good relationships is seen and can encourage the pupils in their own understanding and relationships;*
  - *show concern for the welfare of all who work in the school;*
  - *strengthen the links between school, church, home and the wider community.*

*Our school seeks to achieve these aims by organising the curriculum in such a way that it is relevant to the needs of our children.*

*There is also involvement of the school in the work and worship of St. Andrew's Church.*

***With God's help, we aim high***

### **Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### **Voluntary contributions for activities as part of the Curriculum**

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we reserve the right to cancel the activity.

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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

If appropriate and funds allow, the school or PTA may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

## **Swimming**

The school organises swimming lessons for the Year 5 children. Lessons take place in school time and are part of the curriculum. No charge is made for this activity but children are required to wear the appropriate kit. We inform parents when these lessons are to take place, what kit is required and we ask for their written permission for their child to take part in these.

## **Optional Extra Activities**

These are activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents:

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

(This list only provides examples it is not complete)

## **Activities not run by the School or LA**

When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

## **Residential Visits**

The school organises an annual residential visit for Year 6 children. The cost of this trip includes activities provided by the centre, their supervision by qualified staff, board & lodging. As the trip is run mostly outside of school hours, the cost of the trip is what parents are charged.

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for any extra-curricular musical clubs provided by the Bolton Music Hub for individual or group music tuition, if this is not part of the curriculum. This charge is paid directly to the music centre which provides peripatetic music teachers to teach individuals or small group lessons on the school site. We give parents information about additional music tuition as opportunities arise.

## **School Meals**

Parents requesting that their child has a school meal prepared on site are required to pay £1.25 per day for Key Stage 2 children (All Key Stage 1 children receive free school meals). Money is payable in advance on Monday mornings and to be handed in to the office in an envelope/container clearly marked with the child/ren's name. If payments are not made,

reminders are sent to parents as a note or as a text message. Should there be no response to such correspondence or non-payment continues, a final written warning will be issued, explaining that the school reserves the right to cease provision of further school meals. Information on allowances for Free School Meals is available from the school office

### **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

### **Breakages & Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- awards and/or trophies taken home
- defaced, damaged or lost text, reading or library books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour.

### **Special Needs**

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

### **Review**

There will be an annual review of this policy by the Resources Committee of the school governing body.

Agreed by governors October 2014

Reviewed date October 2015