

# Charging Policy

RICHARD COBDEN  
PRIMARY SCHOOL



The purpose of the policy is to ensure that during the school day all children of statutory school age have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.55am - 3.30pm

## Roles and responsibilities of Headteacher, Staff and Governors

### During the School Day

All activities that are a necessary part of the National Curriculum, plus religious education, will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

Charges are made for teaching an individual child or groups of up to four children to play a musical instrument as these are voluntary and provided by a visiting music teacher via Camden Music. Such lessons are not an essential part of the National Curriculum. Whole class music lessons, such as those covered under the Wider Opportunities Scheme are free of charge.

Educational visits are an important part of the extended curriculum and enrich children's experience of learning. Voluntary contributions may be sought for such activities during the school day which entail additional costs. Public transport is usually free for children, but if a coach is considered necessary, there will be a cost involved. There may also be costs at the destination (entry fees etc) and other related expenditure. In such cases, we ask parents and carers to make a voluntary contribution, and an appropriate figure may be suggested.

However, no child will be prevented from participating because his/her parents cannot or do not make a contribution. The school, where possible, will pay any additional costs in order to support a trip. However, if contributions are not received and the school is unable to meet the cost, the trip may have to be cancelled.

Payment for a trip that is not attended by an individual pupil due to absence or other reason may not automatically be refunded as the trip provider may not always refund.

### School Journey

Schools are permitted to charge for the cost of board and lodging and transport during school residential trips. The charges will not exceed the actual costs incurred.

Where the trip takes place wholly or mainly during school hours children whose parents are in receipt of free school meals may be entitled to a subsidy of the charge for board and lodging.

### School Meals

All pupil meals must be paid for unless the pupil is entitled to free school meals. School meals should be paid each Monday morning at least one week in advance. Parents and carers are asked to commit to school meals for a minimum of half a term.

**(Please see our policy for School Meals for parents and carers for detailed information on the meals we provide, meal charges and our arrears policy.)**

## **School Equipment and Property - Loss or damage**

At our school we value our property and resources.

If a child borrows an item of school equipment to take home e.g. library book, musical instrument etc. and then loses it, or if he/she wilfully damages or breaks a piece of school equipment, a letter will be sent home requesting a contribution towards the cost of replacement.

## **Extra-Curricular Activities**

The school will endeavour to offer children a range of optional curricular activities to widen their experiences e.g. sports clubs, gardening club and school choir.

Parents may be asked for payment if outside specialists, teachers or coaches are employed to run the clubs. Parents with financial difficulties whose children wish to participate will be able to discuss their individual needs with the Headteacher.

## **Calculating Charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions, fundraising or the School Fund.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents and carers.

## **Receipts for Income Received**

The school has a responsibility to safeguard and manage all income appropriately. All income is recorded either manually through School Fund or input into our financial management system and cross-referenced against the bank statements.

When requested, receipts will be given to parents and carers for all payments made. Where not requested, due to the volume and quantum of payments and donations received, the following will apply:

- Contributions or payments of up to £5 - Receipts not given.
- Receipts of between £5 -£49 except for specific trips – Receipts not given
- Receipts for payment of specific trips or other payments of £50 or more – receipts will be given on request but due to the limitations of our automated system, they will not be numbered or sequential.

In the event of disputed cash income of £50 or more, we would expect a receipt to be produced as evidence of payment, thus limiting the school's exposure to less than £50.

## **Arrangements for monitoring and evaluation**

The Resources Committee of the governing body will monitor the impact of this policy by receiving regular financial reports on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Effective From	September 2021
Review Date	September 2023