

# **Oldfleet Primary School/**



## **Policy Document**

**Charging Policy  
November 2016**

Date of Review  
November 2017

# Oldfleet Primary School Charging Policy

*November 2016*

## **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

## **Additional Nursery Sessions**

It may be possible to occasionally offer additional nursery session (F1) above the statutory 15 hours per week. These sessions if available will be charged at £4.00 per hour (fee at date of print). There will be an additional charge of £1.00 per day if the pupil stays at school for lunch.

## **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to make a voluntary donation to the cost of the trip. If we do not receive sufficient voluntary donations, some trips may have to be cancelled. In certain circumstances the school will fund an individual. We do not treat these children differently from any others.

If a parent wishes their child to take part in an educational visit or event, but is unwilling or unable to make a voluntary donation, we do allow the child to participate fully in the visit or activity. In many cases 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.

## **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 may make any charge for the education or travel expenses. We do make a charge to cover the costs of board and accommodation. Some pupils may be exempt from payment.

## **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is no charge for individual or group music tuition.

## **Swimming**

The school organises swimming lessons for all children in Year 2,3,4,5 and 6. 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.

### **Games Clubs/Extended School Clubs**

The school offers additional clubs and coaching during breakfast club, lunchtimes and after school. The school does not charge for these activities.

### **Telephone Calls and Photocopier**

It is expected that staff will not use the school telephone or photocopier for personal use. However it is acknowledged that occasionally there may be a need to do so, and for this service full cost recovery will be charged. (10p per colour copy, 5p per mono copy. Local telephone calls charges at local rates and mobiles charged at appropriate mobile rate).

### **Lettings**

Lettings of the school facilities, buildings, fields etc. may incur a charge. The charge will be individually calculated to meet the needs of the individual letting. For further guidance please refer to the Community use Policy.

### **DBS Applications**

It may be necessary to charge for a DBS which includes administration costs for students on work placements or volunteers. (£44.00 at time of print)

### **Adult School Meals**

Lunch for staff or visitors must be ordered by 9.30am each morning at the main school office. Payments must be made at the time of ordering.

Visitors – The visitor will not be charged for the meal, the school will pay the cost.

Staff – If a staff member undertakes a lunchtime club, the meal will be paid by the school for that day.

If the staff member wishes to eat a school meal with the children, the cost will be £2.80.

If the staff member does not wish to eat their school meal with the children, the cost will be £3.37.

### **Other Charges**

The school may impose a charge for the loss or wilful destruction of school property by a parent or pupil. (cost dependent on the value of the item).