

WESTMINSTER CATHEDRAL PRIMARY SCHOOL



CHARGING POLICY

April 2016

**PERSONNEL RESPONSIBLE
FOR THE POLICY**

**SENIOR MANAGEMENT
TEAM**

REVIEW DATE

April 2017

Agreed at the Finance Committee Meeting 25th April 20146

To be approved at Main Governing Body meeting 4th July 2016

1. Introduction

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

2. Voluntary Contributions

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 partners have not paid any contribution. We do not treat these differently from any others.

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.

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;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- Musical events

3. Residential Trips

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of the board, lodging and travel expenses. If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher (also please see the section on Remissions Policy).

4. Music Tuition

All children study music as part of the normal school curriculum. Charges are now in place due to removal of funding from the Tri-Borough Music Hub.

5. Swimming

The school organises swimming lessons for all children from Years 3 to 6. These take place in school time and are part of the national Curriculum. 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. Activities Outside School Hours

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards materials.

For all other activities outside the school hours, the school tries to subsidise these costs in order to allow all children to participate.

7. Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the head teacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

8. Lettings

The school at present does not make its facilities available to outside users.

9. Other Charges

The Headteacher, Finance committee or Governing body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying

10. Remissions Policy

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body may offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chairman of the Governors.