

# Lyme Community Primary School.

## Charging Policy

### **Aim**

The aim of this policy is to set out what charges will be levied for school activities and extended school provision and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

The Governing Body recognises the valuable contribution that the wide range of additional activities we include at Lyme, including wrap around care, 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.

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

### **Voluntary contributions**

When organising school trips or visitors to enrich the curriculum and the educational experience of the children, the school may invite parents to contribute to the cost. 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 parents have not paid any contribution. We do not treat these children differently from any others.

**The 1988 Education Act** draws a distinction between the term 'charges' which are considered to be an obligatory cost and 'voluntary contributions' which are self-explanatory.

**Subsidies** from various sources e.g. School Fund will be considered to cover deficits. Surplus finance will be used via school fund for the benefit of the children.

Whenever possible, the school will give sufficient notice of charges to allow parents/carers to pay by instalments.

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.

### **Optional Extra Activities**

(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)

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, materials, books, equipment, entrance fees and insurance. However, using Sports Premium and Pupil Premium funds in order to increase participation, school subsidises some activities such as KS1 and KS2 Multi-Sports and Dance clubs, Spanish and Brass Band lessons.

### **Residential visits**

The school organises an annual residential visit for Year 6 children. The cost of this trip includes board & lodging, transport, insurance, materials, entrance to any sites visited and charges for any activities to be experienced. It is the governors' policy to charge for such activities organised by the school. Parents are given the option of a payment plan to spread the costs of the residential visit.

## **Music tuition**

All children study music as part of the normal school curriculum. In Y4 the children are provided with a brass instrument to learn how to play, this goes home for practise. We do not charge for this, however, parents are expected to agree to cover costs should the instrument be lost or damaged.

## **Breakages**

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

## **Swimming**

The school organises swimming lessons for Y4 and 5 children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place and give all necessary information.

## **Extra Curricular Activities**

The school will endeavour to offer the children a range of optional extra curricular activities to widen their experiences e.g. football, dance, multi sports clubs etc. Parents are asked for a payment of £10 if outside specialist teachers/coaches are employed to run the clubs but as far as possible, whilst Pupil and Sports Premium funding is provided by the Government, these will be subsidised by school.

## **Breakfast and After School Club.**

We operate a 'Breakfast Club' Monday to Friday from 8.00am to 8.50am each morning in the KS1 area. The charge is £5 a day. The children get cereal, toast and a drink.

The after-school club is available Monday-to Friday from 3.15pm to 5.30pm for a cost of £7.50 a day. The children are given a drink and snack and have the opportunity to do a wide variety of activities.

Parents sign a contract for each which states that 'Payments must be kept up to date. The school has the right to withdraw or suspend the place if arrears rise to the cost of two weeks placement.'

If arrears arise the parent is spoken to informally in the first instance by the staff. Then letters are sent by the Office Manager. There is a follow up letter if the debts aren't cleared or attempts to clear these debts aren't made. The second letter states, **'Until the debt is cleared I am forced to instruct you to make alternative arrangements for your child's supervision.'**

## **Educare**

Of the 35 nursery places, 16 may be 'full-time' from 8.45 a.m. to 3.15 p.m. under the 'Educare' system, where parents may top up with care provision for a daily charge of £12. Morning children can stay until 1pm each day for a charge of £4. Other timings/payment rates are provided to encourage parents to sign up. Details are given in the School's Prospectus. Parents sign a contract which states, 'Once arrangements have been made for an Educare place, payments must be made even if your child is absent as we have made a commitment to staffing.'

If arrears arise the parent is spoken to informally in the first instance by the staff. Then letters are sent by the Office Manager. There is a follow up letter if the debts aren't cleared or attempts to clear these debts aren't made. The second letter states, **'Until the debt is cleared I am forced to instruct you to make alternative arrangements for your child's supervision.'**

## **Review**

Policy reviewed with amendments: November 2023

To be reviewed no later than: November 2024