



# Radleys Primary School

## Charging Policy

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Our Charging Policy has been agreed by the senior management and approved by Governors.

### Development Process

When was the policy adopted: **July 2013**

When was the policy be reviewed (1): **Sept 2014, July 2015, July 2016, September 2017**

When will the policy be reviewed (2): September 2018

Signed: ..... Head Teacher

..... Governor

# Radleys Primary School

## 1 Introduction

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition. Extra-curricular activities may require a charge to parents if a service provider has agreed a cost to the school.

## 2 Voluntary contributions

2.1 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 except where otherwise stated, but 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.

2.2 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.

2.3 The following is a list of additional activities organized 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 visits

3.1 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 do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging.

3.2 If the school organises a residential visit in mainly time outside of school hours we shall make a charge to cover the costs of travel, board and lodging, entrance fees to museums, castles, theatres etc and insurance costs. The charge will not exceed the actual costs and parents will need to say that they are willing to pay this charge.

## 4 Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There is no charge for group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach small group lessons. There may, however, be an occasional small charge eg. for replacement reeds or strings.

## 5 Swimming

## **Radleys Primary School**

5.1 The school organises swimming lessons for children in Key Stage Two. 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.

### **6 Breakages**

6.1 Parents may be asked to pay for the costs of replacing broken items such as windows, doors or damaged books – where this is a result of pupils' irresponsible behaviour.

### **7 Artefacts made by pupils**

7.1 Where pupils make items using school materials, a charge not exceeding the costs of the materials, may be made to parents wishing to own the item.

### **8 Private Telephone Calls**

8.1 Staff may use the telephone for private calls, with the permission of the Headteacher. The costs of the call as determined by the agreed scale of charges must be paid by the caller.

### **9 Private Photocopying**

9.1 School equipment may be used for private copying with the permission of the Headteacher. A charge will be made as determined by the agreed scale of charges. (Present agreed costs are 10p per A4 sheet black and white and colour by arrangement) If a member of staff has to copy more than 10 sheets, an additional charge will be made reflecting the time element involved.

### **10 Extra-curricular activities**

The school arranges with qualified organisations to provide extra-curricular activities for pupils. Where a charge is agreed for this activity the cost is passed on to parents.

### **11 External Letting.**

The Radleys Primary school recognises its responsibility to the local community and will endeavour to keep charges at a reasonable rate.

Letting Charges will be reviewed annually by the Governing Body. These are available on request.