

Woodseats Primary School



Charging Policy

Date created/updated: July 2018
Author: Helen Morris
Responsibility: SLT
Date to be reviewed: July 2019

Signed: Sinead Fox - Headteacher

Signed: Sarah Hall - Chair of Governors

Charging for educational activities in school is covered by the Education Act 1996. The basic principal is that education for registered pupils should be free of charge if it:

1. Takes place in school hours (i.e. the hours when the school is in session not counting the midday break) or
2. Is outside the school hours but is required as part of the National Curriculum or part of the statutory religious education.

The exception is:

A charge can be made for individual tuition in a musical instrument even if within school hours, except where it is part of the syllabus.

School hours are those when the school is in session. At present they are as follows:

Nursery	8:00am to 5:00pm (Monday-Thursday)
Nursery	8:00am to 4:00pm (Friday)
Reception	8:55am to 11:45am and 1:00pm to 3:30pm
Year 1 to Year 6	8:55am to 12:15pm and 1:15pm to 3:30pm

Nursery is open from 8:00am until 5:00pm from Monday to Thursday and 8:00am until 4:00pm on Friday. We offer flexible sessions for 15 and 30 hours free funding and parents are able to purchase additional hours at a rate of £5 per hour.

See Woodseats School Nursery Debt and Charging Policy

Voluntary Contributions

Voluntary Contributions can be requested for any of the school's activities. There is no obligation to pay and no pupil will be excluded from the activity on the grounds that no contribution has been made.

Educational Visits

After approval has been granted for a visit and costing has been calculated the following letter or one similar, will be sent to all parents/carers:

Woodseats Primary School

Headteacher: Mrs S Fox



Chesterfield Road
Sheffield
S8 0SB

Telephone: 0114 2554619
Fax: 0114 2589224

email: enquiries@woodseats.sheffield.sch.uk
website: www.woodseatsprimaryschool.org.uk
Twitter: www.twitter.com/@woodseatspri

Dear Parent/Carer

Visit to (place)

As part of our topic on (explanation of topic) next half term, we have booked to go to (place) on (date). We shall leave school at (time) and will return by approximately (time).

Could you please make sure your child wears sensible walking shoes and a waterproof coat on the day. If your child receives free school meals, then please indicate below if you would like the school to provide a packed lunch. Otherwise, please make sure your child brings a packed lunch containing a drink (no fizzy pop or bottles please).

To enable the trip to take place, it is necessary to ask for a voluntary contribution of £(amount) towards the cost of the trip, which should be paid through sQuid. If insufficient funds are collected, we may have to cancel the trip.

Yours sincerely

Mrs S Fox
Headteacher

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I give permission for my child class..... to attend (place) on (date).

I have paid £(amount) through sQuid to cover the cost of the trip

My child is entitled for free school meals and would like a sandwich

My child needs an inhaler

Please complete the boxes below

My child is allergic to: 	My child needs medication
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Signed..... (Parent/Carer)



When voluntary contributions have been collected a decision will be made as to whether enough contributions have been received to enable the visit to take place. This decision would be taken with reference to the school's financial position. If the visit had to be cancelled the contributions would be refunded.

Materials

A contribution will be asked for in respect of ingredients used in Food Technology or materials used in craft where an item is to be retained by the child. Such payments rarely exceed £1. The amount payable will be sent home with the product.

Residential Visits

As these take place mainly outside school hours, we can make a charge which is not voluntary. However, we would try to ensure no child is excluded because they are unable to afford the whole amount. Information regarding the costing is sent to parents in good time before the visit to allow time to save for the visit. Payments by instalments are also encouraged.

Breakages

The governors reserve the right to ask parents to pay for any damage to the school property or equipment where this is the result of pupils' behaviour.

Instrumental Music Tuition

The cost of tuition will be charged to parents.

After School Club

Attendance at the breakfast and after school club run by Kids Kabin is chargeable. This is in arrangement with Kids Kabin.

Extra-Curricular Activities

Lunchtime and after school clubs run by school are free (although clubs using consumables may incur a small charge to replenish stocks). After school clubs run by outside agencies will carry a charge. This is set by the agency running the club.