

Brooklands Primary School

Charging Policy



Adopted: February 2019

Review: February 2022

Charging Policy

1. Introduction

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. 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 parents have not paid any contribution. We do not treat these children 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. 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.

All trips and visits are non-profit making.

Parents of children in receipt of Pupil Premium are not required to make a voluntary contribution.

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, which can be made by instalments. If parents are experiencing financial difficulties they are invited to contact the Headteacher in confidence. Parents also need to have a discussion with the

Headteacher if their child is in receipt of Pupil Premium and they are unable to meet the cost.

4. Music Tuition

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

5. Activities Outside School Hours

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

Before and After School Club (Early Birds and Sundowners) is a chargeable service. The fees are in the appendix.

6. Private Organisations

The school premises are used by various private organisations who charge for tuition / activities:

- Private instrumental music tuition
- Holiday Clubs
- Sports Clubs (not run by the school)
- MFL lessons

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 Headteacher 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. Remissions and Concessions

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

9. Other Charges

The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.

10. General

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.

Appendix – Early Birds and Sundowners Fees

Breakfast Club Fees 2018-2019

Fees per session £5.80

Ad Hoc sessions £6.80

After School Club Fees 2018-2019

Fees per session £11.70

Ad hoc sessions £12.70

Please note a charge of **£10 per 15 minutes** will be payable for late collections

**Fees are due half termly in advance and are re-assessed annually
If fees are not paid in advance we reserve the right to withdraw your place.**

Payment should be made via ParentPay. We accept Childcare vouchers please contact us to advise if you wish to use these in advance.