



## St. Patricks R.C Primary, Dipton

### Charging Policy

Revision History					
Name	Ver	Reason for change	Status	Date	Review
Mrs J Burgess	1.0	2 yearly review	Definitive	September 2020	September 2022
Mrs J Burgess Resources Committee	1.0	2 yearly review	Definitive	September 2018	September 2020
Mrs K Hodgson	1.0	Reviewed on behalf of School Governors	Definitive	June 2016	June 2018
Mr M Shiels	1.0	Approved at School Committee	Definitive	04/03/14	
Mrs J Burgess	0.2	Minor changes needed – for review at School Committee meeting on 4 Mar 2014	Draft	11/02/14	
Mrs J Burgess	0.1	Initial draft for review	Draft	27/09/13	

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# 1 Purpose

At St Patrick's RCVA Primary School, we want to provide a range of experiences that add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions or, in some cases, make a charge. But there are some strict rules we have to abide by. Our charging policy, set about below outlines what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

## 2 Voluntary contributions

We cannot charge for activities that are part of the normal school day or part of the National Curriculum, but we can ask for voluntary contributions towards their cost. Examples of circumstances where we might ask for voluntary contributions include:

- Transport on trips;
- Admission charges;
- Extra-curricular activities.

### 2.1 Why do we need to ask for voluntary contributions?

We want to offer a wide range of activities to broaden children's experience, but we cannot afford to do everything we would wish without help from parents.

### 2.2 What happens if a parent/carer is unwilling to pay?

Parent/carer contributions are voluntary. Children will not be excluded from any activity that goes ahead, but if we do not receive enough voluntary contributions we may have to cancel the activity altogether.

### 2.3 What happens if a parent/carer is unable to pay?

Parents/carers in certain financial circumstances will not be expected to make voluntary contributions. We ask parents/carers to contact the Head Teacher privately if they feel unable to contribute additional costs.

### 2.4 Will the contributions of those who pay subsidise those who do not?

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil. We promise that:

- We will tell parents/carers at the outset if the activity cannot be funded without voluntary contributions;
- We shall give as much notice as possible of any activities which will require voluntary contributions.

## 3 Optional Extras

We can charge for any materials, books, instruments or equipment if they are to be made available for a child to own. This means that we will make a charge for:

- Materials used in technology if children are expected to bring the finished product home
- Cookery ingredients if children will bring the result home;
- Trips which are not part of the school curriculum and outside the school day, e.g., some theatre trips, football matches, music concerts;

- After school clubs;
- We can charge for music tuition, if it is not required as part of the National Curriculum and is provided for an individual pupil or for appropriate sized groups of pupils.

We promise that:

- The charge will not exceed the actual cost of providing the optional extra;
- We will obtain parent/carer agreement before we provide the optional extra.

## **4 Class fund**

We ask for a £22.00 school contribution from all families to help provide resources for class use, e.g. tissues, ingredients for cooking, specific materials to support topic work. It is requested annually and the contribution can be made in one amount or by instalments using ParentPay. This contribution is voluntary.

## **5 Charging for residential visits**

We cannot charge for transport although we shall usually need to request voluntary contributions.

We may charge for board and lodging (unless parents/carers are in receipt of one or more of the benefits listed at the end of this guide). The charge will not exceed the actual cost. We promise to help parents/carers to plan for these costs by having clear procedures to enable payment by instalments.

## **6 Special financial arrangements**

Parents/carers who are in receipt of any of the benefits listed below will not be required to pay for

- Board and lodging on residential visits (where not optional);
- Music tuition;
- Transport to out of school activities;

In addition, reduced rates may be negotiated for extra-curricular activities and parents/carers are encouraged to contact the school on an individual basis.

### **6.1 Benefits required to qualify for special financial arrangements**

- Income Support;
- Income-based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received;
- Guaranteed State Pension Credit;
- Working Tax Credit 'run-on';
- Universal Credit;

*\*These criteria may change from time to time in accordance with government policy*