



St. Peter's London Docks C of E Primary School

"Finally, all of you, be like-minded, be sympathetic, love one another, be
compassionate and humble"

1 Peter 3:8

Charging Policy

Aims

St Peter's London Docks Primary School aims to provide a range of experiences for its pupils which adds excitement and enjoyment to their learning and personal development. We pride ourselves on the range of additional activities we offer, and the children benefit hugely. All our pupils should have the equal opportunity to benefit from school visits, curricular and extra curricular activities.

Not all of these activities can be funded from the school's general budget and therefore we have to make some charges.

Policy

We believe it is important that the manner in which we levy charges is based on clear principles. The Governing Body of St Peter's London Docks Primary School has adopted the following principles for charging.

- Parents will not be charged for any of the basic costs of educating their children
- The school will strive to raise charitable and other funds to subsidise the cost of activities.
- Parents will be encouraged to make additional voluntary contributions to allow us to enhance the experiences we can offer our children. The more parents who contribute, the fairer this is (because it keeps the costs per child down) and the more it fosters a culture of partnership between the school and community, rather than a culture of dependency
- We will strive to be as fair as possible
- We will do our best to exercise discretion so that children are not disadvantaged as a result of parental hardship
- We believe it is right to use charging when parents' activities (e.g. late collection of children from after school clubs) impose costs and inconvenience on staff
- Unless there is a fundraising element to a charge, all charges will be set to cover the cost of an activity, not to make a surplus.

Charges

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school. This list is not exclusive and charges may be made for other items or activities but all charges will be levied in line with the Policy statement above.

- ✓ **School Journeys in School Hours and Residential Trips.** The cost of transport for school trips and of board and lodging for residential visits. A voluntary contribution will be sought to cover other costs such as ticket entry. Trips may be cancelled if insufficient income is received to cover the cost.
- ✓ **School Meals.** Where the cost of school meals is not covered by grant income and where children are not eligible for Free School Meals, a charge will be made for a school meal at lunchtime. The charge will be in line with recommendations from the Council or will equal the income received for meals that are funded by grant income. Adult Meals will be charged at a higher rate, to be agreed by the Governing Board and will have an additional charge for VAT.
- ✓ **Activities outside School Hours** The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours
- ✓ **Instrumental Tuition** The cost to the pupil for providing any instrumental tuition.
- ✓ **Charging for materials.** The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: CDT, Science, Art/Craft. The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.
- ✓ **Equipment** A charge will be made for items such as replacement book bags, swimming hats etc. The charge for these will be the same as the cost to the school.
- ✓ **Additional snacks in the Early Years Classes** Nursery and Reception parents are asked for a small weekly sum to provide children with an afternoon snack aimed to introduce children to a range of new tastes, textures and flavours. This is a voluntary contribution, however, if insufficient funds are received then this additional snack will be cancelled.
- ✓ **Late Charges for after-school and childcare clubs** Parents who do not collect their children promptly from their extra-curricular and childcare clubs will be charged a late fee for every 15 minutes they are late. In cases of emergency, the head teacher may decide to waive this fee.

We will help plan for costs by

- ✓ Giving as much advance notice as possible of visits and activities.
- ✓ Have clear procedures to enable parents/carers to pay by installments, where appropriate
- ✓ Publish fair, objective and transparent procedures for allocating places for over subscribed events which may include the following criteria; Attendance, Behaviour, voluntary contributions to the school maintenance fund and ranking of expression of interest.

General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Remissions

The Governing Body may wish to remit in full or in part the cost of activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited to discuss, in confidence, the reasons for the remission of charges in full or in part. Authorisation for such remission will be made by the Head teacher in consultation with the Chair of Governors.