# Charging Policy

| Date approved | Committee responsible for review of policy | Next review date | Policy on website | Statutory policy |
|---|---|---|---|---|
| 2025 | Resources | 2026 | Yes | Yes |

Headteacher: Mrs Fiona Micklefield

**Introduction**

St Lawrence CE Primary School reserves the right to ask for voluntary contributions to fund school activities, including educational visits, which enhance the curriculum. No child will be excluded through inability to pay, although the school reserves the right to cancel a visit if sufficient funds are not forthcoming. Refunds, due to non-attendance, will be limited to costs which can be recovered.

If there is deliberate or reckless misuse of, or damage to, the school fabric, furniture or resources, the governors reserve the right to request an appropriate financial contribution from the parents of the child/children concerned.

It is the Governors' policy to charge for activities as follows:

- Freedom of Information
- Charges for photocopying requested under the above act are made in accordance with the policy (considered on an individual basis).
- General School Activities
- Breakfast club
- After School Club
- Residential trips
- Where a school activity involves the purchase of materials, a payment will be required if the child wishes to take the item home.
- Voluntary contributions are requested from parents for in-school workshops and activities. These are calculated to cover the full cost.

**Music**

Parents will be charged the full cost of a year's tuition, payable in advance or by instalments, for instrumental lessons carried out by the peripatetic music teacher. Any parent who has difficulty meeting these costs should contact the school.

**Offsite Activities**

The school policy will always be in line with the guidance held within the HCC document 'Offsite Activities', which details what can/cannot be charged for on residential trips etc. Parents may request to see this document.

**School Visits**

The school undertakes a number of trips to enhance the school's curriculum. Voluntary contributions are requested from parents in order to cover the full costs of transport, workshops and entrance fees. If insufficient contributions are received to cover the costs of the trip, the school reserves the right to cancel the trip.

**Residential Visits**

Contributions from parents are requested in order to ensure costs are fully met. Attendance on a residential trip requires full payment in advance. Any parent in need of financial assistance may apply for support.

**Financial Assistance - Residential Visits**

Each request for financial assistance will be reviewed on its individual merits and any decision taken should not be held as precedent when reviewing further requests. Applications to local charities are made on behalf of families.

**School Lunches**

Lunches should be paid for on the day or in advance (i.e. paying for the week, the month, the term). Any lunches not actually ordered, due to absences or trips, will roll forward to be taken at a later date. In order that we act as 'responsible lenders', we will only allow 2 weeks of arrears. After this time, the debt must be paid in full or a suitable packed lunch provided by parents, no further lunches will be provided until full payment is received.

**Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Governing Body. For users connected to the school, the charge will be based on the site staff overtime costs.

If the facilities are being used on a regular basis, then the school has the right to charge for the additional costs of electricity and usage of school equipment. Charges are based on an hourly rate and the school may charge an additional amount for any time used over the booked hour. Due to current funding restraints the school can ask for regular attendees to change their times to meet additional bookings, but must give at least a month's notice.

Our heating will be turned off after the Easter holiday and will be turned on again in September/October weather dependent. If requirements for heating are needed during these times, then an additional charge will be made.

**Breakfast Club and After School Club**

We request that if you use the above clubs regularly that a booking form is completed for a term at a time. Payments should be made on the day or in advance if possible.

In order that we act as "responsible lenders" we will only allow 2 weeks of arrears. After this, the debt must be paid in full or we will withdraw the right of the child to attend the club, until the balance is cleared.

Emergency bookings can be taken as a one off, but we would request as much notice as possible. Please call the school office with your request.

In some circumstances, the pupil may only be in After School club for a short amount of time before the parents can collect. It has been agreed by the Governors that if a child attends the club for under 1 hour then the charge should be half of the full cost. Everything over the hour will incur the full charge.

**Members of staff**

Children of members of staff will not be charged for both Breakfast and After School club, due to their significant contributions to St Lawrence.

**Late collection of children at the end of school**

School finishes at 3.15pm, unless we have extra curriculum sports club running, with the majority finishes at 4.15pm. If you are later than 3.30pm or 4.30pm to collect your child, then we will place them into After School Club and you will be charged a corresponding amount.

After School Club finishes at 5.45pm. If you are later than 5.50pm to collect your child, then an additional fee will be charged.

**Debt Recovery**

The school will endeavour to minimise risk of bad debts by reminding parents of any outstanding monies no later than 30 days after the debt has arisen. If the debt is still outstanding the school will endeavour to reach an agreement with the parent to pay the debt by instalments.

All debts will be discussed at the Resources Meetings and a plan of action will be agreed between the Governors and the Head teacher.

Head Teacher:
(Fiona Micklefield)

Chair of Governors:
(Paul Whitty)