



CANON BURROWS CE PRIMARY SCHOOL

Charging Policy

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

All education during school hours is free with the exception of individual or group music tuition, unless it is provided as required by the national Curriculum.

We do not charge for any activity undertaken during school hours as part of the National curriculum.

Parents may sometimes be asked to contribute towards the cost of items made by the children in Design and Technology (which includes cookery) and which they wish to take home.

School visits are planned to give children extra learning experiences. The visits are usually linked to the school theme and are part of the school curriculum. Charges will be strictly based on covering actual costs with no profit element.

The Education Reform Act 1988 has laid down a legal requirement that school asks for a voluntary contribution from parents towards the cost of visits which take place during school time.

No child will be penalised or barred from going on a visit if a voluntary contribution is not made, but if sufficient support is not received then the visit will be cancelled. Parents/carers will be given reasonable notice in advance of proposed visits. Staged payments may be made. We also operate a savings plan if parents wish to spread the cost over the year. Details can be obtained from the school office.

Parents and carers have a right to know how each individual trip is funded. The school provides this information on request.

Swimming

The school organises swimming lessons for some classes in KS2 each year. These take place in school time and are part of the National Curriculum. We make no charge for this activity or for associated transport costs. We inform parents when these lessons are to take place.

Residential Visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education that is directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging and may invite voluntary contributions to meet other costs associated with the visit.

Parents/carers of children who attract pupil premium funding may be exempt from charges for board and lodgings and specific details of exemptions will be provided at the time that residential details are notified.

Parents/carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments are arranged. A deposit of £50 is taken on booking a place which is only refundable if another child takes the place.

Out of school clubs and activities

We quite often invite people into school to take before and after school classes. Charges will be made for any after school activities eg PE or Music, which involve the employment of other professionals.

Refunds

If a trip or after school club has to be cancelled by the school, parental contributions will be refunded.

After school club payments are strictly non-refundable unless the provider or the school cancels the club/session. Refunds will not be given in the event of pupil illness or change of mind.

For school trips which cannot be attended due to pupil illness, transport/entrance costs for trips will not be refunded where the cost is already committed by the school, however, wherever possible the school will try to recover costs related to an activity and if successful we will then refund parents/carers.

All refunds will initially be made to the main parent School Spider account, from where they can be utilised by the parent/carer for other payable items.

Loss of/Damage to school or others property

Reading books, library books or other school equipment will be charged for if damaged or lost. The school has a limited budget and we have to be careful about expenditure.

Parents will be asked to make a contribution to the cost of repairs if a child has damaged school or others property as a result of misbehaviour.

Pupil Premium Money

Some of our pupil premium money is used to enrich the environment and provide extended school support for children. Children who are eligible for pupil premium funding will not have to pay for school visits/visitors or before or after school activities.

Data Protection/Fair Processing

Parents requesting access to their child's personal information must do so in writing. School has 40 calendar days to respond. If copies are to be supplied, parents may be subject to a maximum administration charge of £10.

Reviewed: March 2022

Review Due: March 2025