

OLD PALACE PRIMARY

School Charging Policy

All education during school hours is free. We do not charge for any activity undertaken as part of the ordinary curriculum or routine school work to deliver the National Curriculum.

1. Voluntary contributions

When organising school visits which enrich the curriculum and educational experience of the children, where costs are involved, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, the school will cover the costs of the visit.

The following is a list of additional costs, which may require voluntary contributions from parents. This list is not exhaustive:

- Admission fees to events/ places of interest
- Transport costs where free transport is not available
- Fees for taught workshops, for example at galleries and museums

All monies collected for school trips are recorded on a register against the child's name. All monies are sent to the school office at the start of the school day for safe keeping in the school safe. The register is signed by the class teacher to confirm the amount being handed over and by a member of the Office staff, to confirm the amount received.

2. Music tuition

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

3. Swimming

The school organises swimming lessons for all children in Years 3, 4 & 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place and we ask parents/carers to supply a towel and swimming costume.

4. Out of School Activities

The School asks for a donation towards the cost of after school clubs. Children who are in receipt of FSM are charged 50p per session and children who are NOT in receipt of FSM are charged £1 per session.

Clubs usually run for a 10 week block and parents are asked to pay for these clubs in advance. Money is collected via the school office is recorded and kept in the school safe. When all funds have been collected the money is banked into the school's bank account.

The school also holds a Breakfast Club. Children are charged 50p per session.

Educational visits or events arranged to support club sessions after school, which involve addition costs, such as transport costs or admission charges. In such circumstances, the school would follow the procedure as set out in item 1.

5. Book Bags and Badges

We sell book bags and school badges.

Children are issued with a free book bag at the start of the Foundation Stage.

Pupil are then given a free shoulder bag, when they start Year 3. Pupils joining the school in other year groups are given the appropriate bag, free of charge upon entry. Should parents wish to purchase subsequent bags, these are sold at the cost of £3.00 per bag.

New children are issued with a free badge when they start school, additional badges can be purchased from the school office for £1.00.

6. Scholastic Book Club

The school periodically runs a book club. Parents complete the book club order form and return this to the school together with the appropriate funds. Each child is issued with a receipt for the monies received and the funds are sent to the school safe for safe keeping. Pupils only pay for the books they have ordered and no profit is made.

Last Reviewed: Autumn 2016