



# **CHARGING POLICY**

# **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

At present, all monies for school trips are collected in the school office. A register is completed, where the amount of money taken is recorded and then signed by a member of the office staff and the person making payment. Trip money is collected on a half termly basis. Trip money is locked in the safe at the end of each day and is banked at the end of each half term – it is reconciled against the collection register and signed off by the SBM and SAO.

From 1<sup>st</sup> November 2021 we will be moving to the online payment programme 'School Money' which is linked to our texting service and MIS system. When a parent sends an online payment, they will automatically be sent a payment receipt via email from the software. School Money is compliant with our scheme of delegation and allows reports detailing payments to be downloaded for auditing purposes.

### **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 4 & 5 and intensive lessons for non-swimmers in Year 6. 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 holds a Breakfast Club from 8am. Children are charged £2 per session (£10 weekly) for working parents and £1 per session (£5 weekly) for parents in receipt of FSM. Fees are charged weekly and refunds are not given for missed sessions. Payment for breakfast club should be made at least one week in advance.

A Wrap-around club from 3.30pm-5pm is also provided. Children are charged £2 per session (£10 weekly). If children are not collected by 3.45pm, they are placed in Wrap-around club and a £2 charge applied.

In cases where three or more siblings attend Breakfast or Wrap-around Club, the first two pupils would be charged the full price, any additional siblings would be charged half the rate. For example is three pupils from the same family attend Wrap-around Club, the weekly charge would be £25, for four children, this would increase to £30.

The School also provides a range of extra-curricular clubs. We ask for a donation towards the cost of these 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. Refunds are not given for missed sessions. Money is collected via the school office and a receipt is issued. The money is kept in the school safe and then banked into the school's bank account, once all funds have been collected the money.

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. Pupils 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 £3.50 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. Pupils take home a Scholastic Booklet which advertises the books available to order. The school sends by text a link to the Scholastic order page, where parents can make an online payment direct to Scholastic, who send a receipt via email. The books are then delivered to the school for distribution, along with a report detailing the names of the purchasers.

## **7. Pens**

Children are now issued with a pen licence. Children are issued with 2 pens at the beginning of each academic year – 1 to use in school and 1 to use at home. Pens that 'run out' are replaced free of charge, however if children lose a pen they are asked to pay 50p for replacement pens. Replacement pens are purchased from the school office and money is recorded and banked in the same way as trip money (see item 1).