



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 endeavour to cover the costs of the visit. If this is not possible, the trip will be cancelled.

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 at the start of each half term via School Money. 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. In cases where three or more siblings attend Breakfast Club, the first two pupils would be charged the full price, any additional siblings would be charged half the rate. Fees are charged weekly via School Money and refunds are not given for missed sessions. Payment for breakfast club should be made at least one week in advance.

The school also provides a range of extra-curricular clubs. These are provided free of charge, however for cookery, art and craft clubs a donation towards the cost of ingredients/materials will be requested. Children who are in receipt of FSM will be charged £1 per session and children who are NOT in receipt of FSM are charged £2 per session.

Clubs usually run for a 5 week block. Where costs are applicable, these will be requested in advance via School Money. Refunds are not given for missed sessions.

Where educational visits or events are arranged to support after school clubs, these will be charged 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 £3.50 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 promotes the Scholastic Book Fair. 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 a home. Pens that 'run out' are replaced free of charge, however if children loose a pen they are asked to pay 50p for replacement pens. Replacement pens are purchased from the school office and the money added to School Fund.

Last Reviewed: Autumn 2022