



## Charging Policy

### 1 INTRODUCTION

- 1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of group music tuition.

### 2 VOLUNTARY CONTRIBUTIONS

- 2.1 When organising school trips, visits or visitors into school (Theatre groups) which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions we may need to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the children to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
- 2.3 Parents of pupils in the Foundation Stage are asked to make a voluntary contribution of £1 per week, to support the curriculum. Within the Foundation Stage due to the nature of the curriculum a lot of miscellaneous consumables such as cooking ingredients are used. This contribution is voluntary and most parents support by either making a weekly payment or some prefer to pay a half termly or termly lump sum. This is always at the parents' discretion.

### 3 MUSIC TUITION

- 3.1 All children study music as part of the normal school curriculum. *(Article 28: All children have the right to a good quality education)* **In Year 2 the pupils receive a terms whole class African drumming lessons and participate in the Sing Sing Sing festival during the summer term.** We do not charge for this.
- 3.2 There is a charge for group violin tuition. The Peripatetic violin teacher teaches 8 Year 2 children in 2 groups of 4. We make a charge for these lessons. Parents in receipt of state benefits will be invited to discuss alternative payment arrangements and may even in exceptional circumstances be exempt from payment. We give parents information about violin tuition when their child enters Year 2.

### 4 EXTRA-CURRICULAR CLUBS

- 4.1 Extra-curricular clubs are offered to children in Year 1 – 2 (KS 1). These involve a range of activities and may be held at lunchtime or after school. Charges are made for some of these activities to cover the cost of instructors fees, materials and or/ingredients. Parents are notified about the extra-curricular clubs during the term they are to be facilitated (Article 15: All children have the right to join or set up groups).

## **PASSPORT APPLICATIONS**

- 4.2 Passport applications will only be verified if the individual making the application has been known to the school for more than 2 years. A £10 charge is made to verify a new passport application, any renewals and to certify a photograph.

## **5 LETTERS**

- 5.1 Letters will be charged £3 for any of the following: confirming a pupil's enrolment at the school, parents' application for a child's citizenship or child benefit.

## **7 DISCLOSURE AND BARRING SERVICE (DBS) CHECKS**

- 7.1 Disclosure and Barring Services (DBS) checks replaced CRB checks from December 2012. From January 2014 schools are required to pay for their own DBS checks. The charge for a DBS check is a maximum of £44 per person. Work experience placements will be required to take up placements with an up to date DBS check processed by their registered institution, however where the DBS has not been processed a placement is requested the individual will be charged a maximum of £44 for the DBS check to be carried out. Parent volunteers will also be charged to the DBS check. (Refer to LA model DBS policy and procedure policy September 2014).

**Updated:** September 2016.

**Ratified by the Governing Body:** 12<sup>th</sup> October 2016

**Next review:** Summer 2017