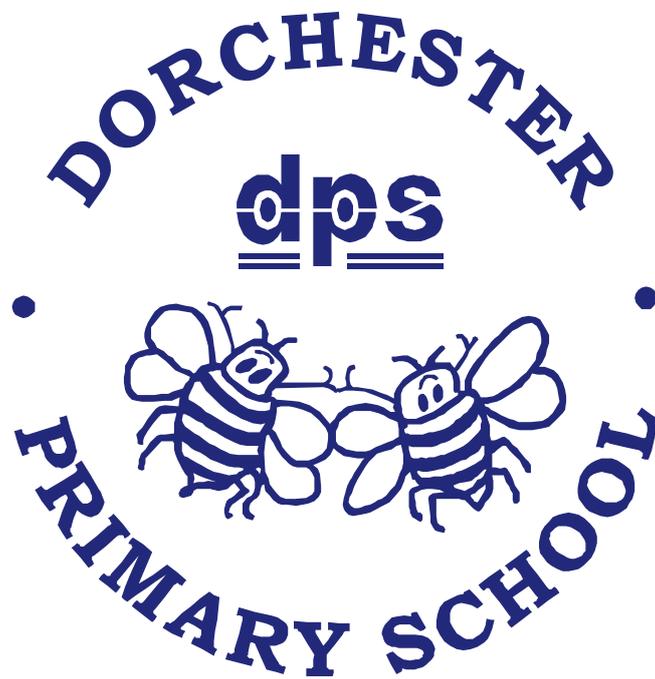


Policy Document

Charging Policy



Placing high quality learning at the heart of achievement

Date Autumn 2016

Review Autumn 2018

Dorchester Primary School 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 individual or group music tuition and additional hours as part of Non-Statutory Foundation Stage Provision.

2 Voluntary contributions

- 2.1** When organising school trips or visits 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, however if we do not receive sufficient voluntary contributions, we may 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** Sometimes the School pays additional costs in order to support the visit. The School provides parents with information on how a trip is funded on request.
- 2.3** The following is a list of additional activities organised by the School, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to the theatre;
 - musical events.

3 Residential visits

- 3.1** If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum we make a charge to cover the costs of board and lodging and travel. In cases of genuine need the school will use its best endeavours to fund or part fund the voluntary element of the cost of any such trip. The decision as to whether a trip is financially viable or should be cancelled lies with the Head Teacher, who will keep the Chair of Governors informed of any such eventuality. There is a limit to the amount the school can subsidise trips without depleting funding for other activities and commitments.

4 Music tuition

- 4.1** All children study music as part of the normal school curriculum. We do not charge for this. The peripatetic music teachers teach individual or

small group lessons. We do not make a charge for these lessons but parents are asked to pay for exam fees. Parents in receipt of state benefits may be exempt from payment.

5 Swimming

- 5.1** The school organises swimming lessons for all children in Lower Key Stage 2. 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 for their written permission for their child to take part in swimming lessons.

6 After school sports clubs

- 6.1** The school on occasions offers additional coaching after school. Fees for professional coaches are funded through the Study Support budget. However if this budget is no longer sustainable then a charge may have to be levied for its continuance.

7 Other Charges

7.1 Breakages & Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any items such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour.

7.2 Telephone Calls

Staff telephone calls will no longer be charged as most calls made in School are regarding school matters and most staff now use mobile phones for personal calls (not within the classroom or children's presence). Bills will continue to be monitored by the Admin Staff to ensure there is no extraordinary use of the school system.

7.3 Freedom of Information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided at a cost of 5p per black and white 15p per colour based on the cost of copying per A4 side. The admin office will take payment before any copying is carried out.

- 7.4** Charges for Community Use are outlined in the Community Use Policy.

7.5 **School Dinners**

Where a charge is payable, the current school charge for dinners is 50p per day, this amount may change from time to time, but that change will be notified in advance to parents, but will be in accordance with Local Authority guidelines. We request that payment for dinners is handed in to the school, preferably on a Monday each week. Any money owed to school has an impact on the budget and may affect the resources we can provide to all children. We hope that parents understand this and will make every effort to avoid owing the school money. The school will take all reasonable measures to vigorously collect debts as part of its management of public funds. A debt will be written off or passed onto an external debt collection agency only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. Application forms for Free School Lunches are available from Reception or via our school website. Hull City Council will make the decision as to Free School Meal entitlement.

8. **Income from Donations**

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Foundation Stage 1 – Charging for Additional Hours

From September 2010, the School has offered 15 hours of free provision to every child in FS1. The 15 hours does not include lunchtime provision which is classed as child care and **charged at £3.50 per hour** (unless it is within their 2 full day provision).

Subject to numbers, parents and carers will have the opportunity to buy additional sessions. **These will be charged at the rate of £10.00 per three hour session. This must be booked and paid for in advance as part of a termly contract.**

The School has the right to remove extra provision for additional hours if payment is not received. This will not affect the rights of parents to receive free 15 hours provision for their child.

Signed:

Head

Chair of Governors

Date:

Review Date: Autumn 2016