

St. Andrew's Primary School

Charging Policy



Headteacher: Mrs N. James
Chair of Governors: Mr J Waine

Date: September 2023
Date for review: September 2025

1 Introduction

1.1 At St. Andrew's Primary School, we endeavour to ensure children have access to a range of educational visits. Many of these visits occur during school hours and are not charged for. Some visits occur beyond the school day where a contribution may be requested. Small group or individual music tuition is the exception to this. As this is generally provided by Durham Music Service, a charge is made.

2 Voluntary Contributions

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. However, 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 child 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 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 or by the theatre companies
- School trips abroad
- Musical events

2.4 If a trip is not for educational purposes but is deemed as a treat; for example, to a local pantomime at Christmas, then parents must pay for the ticket and transport in full, unless this is paid for by the school PTA. Children of parents who have not paid in full will not attend these trips.

3 Residential Visits

3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the school's

curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the cost of board and lodgings. Parents who receive state benefits may be exempt from payment.

- 3.2** If the school organises a residential visit which is not mainly in school time, then full cost must be made for the board, lodgings and education provided. The school may be able to support with travel costs.

4 Music Tuition

- 4.1** All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2** There is a charge for individual or small group tuition since this is an additional curriculum activity and not part of the school's curriculum. These individual or small group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of state benefits may be exempt from payment. We give parents information about additional music tuition at the start of each academic year.

5 Swimming

- 5.1** The school organises swimming lessons for all children in Key Stage 2 (years 3 to 6.) These take place in school time and are part of the school's curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place and provide guidance and support when requested.

6 Football and After School Clubs

- 6.1** At times throughout the year the school offers additional football coaching after school and various after school clubs. A qualified FA coach, who is not a member of the school staff may run and organise these sessions. Teachers and Teaching Assistants also run clubs. We may make a small charge for these sessions.

7 Transport

- 7.1** We normally charge if children are transported in by bus to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip and not to make a profit.

8 Monitoring and review

- 8.1** This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary

9 Early Years

9.1 Children who stay for 15 free hours in Nursery may also pay extra to stay for the afternoon session. This must be paid for in full before the sessions take place. Please see early Years Policy for more information.

Adopted Sept 2023

Signed *N. James* (Head Teacher)

Signed *J. Waine* (Chair of Governors)

Review date September 2025