

# Mareham le Fen Church of England Primary School

## Charging Policy

### 1 Introduction

- 1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

### 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 and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers 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. This may include the use of Pupil Premium and is at the discretion of the Headteacher. Parents and carers have a right to know how each trip is funded, the school provides this information on request.
- 2.4 All trips organised by the school will be properly costed to ensure they are not unknowingly run at a loss. If part of the trip is funded from the school's main budget share the reason why and amount required will be recorded with the trip costings.
- 2.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - sporting activities which require transport expenses;
  - Visits to other schools for special events
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - school trips abroad;
  - musical events.

### 3 Residential visits

- 3.1 If the school organises a residential visit in school time or mainly school time, which enriches the curriculum and educational experience of the children, we do make a charge to cover the costs of board and lodging, travel expenses and entry fees. We do not charge for staff or educational materials. Families of children who cannot make a full payment may be supported at the Head Teacher's discretion.

### 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 music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers from the Lincolnshire Music Service. There is a charge for these lessons. More information is available from the school office.

### 5 Swimming

- 5.1 The school organises swimming lessons for children in Year 3 and 4. Sometimes, depending on numbers, this is extended to Year 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a

voluntary contribution from parents and carers to cover the cost of transport. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

## **6 School Meals**

- 6.1 School meals are available to all children and are prepared and delivered by an outside provider. Parents order and pay for meals online through the meal provider's website.
- 6.2 Universal Infant Free School Meals are provided free of charge for every child in Reception, Year 1 and Year 2. Meals are ordered in the same way as above with a 'basket full' option. Every child receives a meal unless the parent cancels it online. This is to encourage take up.
- 6.3 Currently there is 10p per meal deficit between funding received from DfE and the cost of meals. This deficit is currently being met out of the school budget.

## **7 After School Clubs**

- 7.1 These are an essential part of our extended provision and the school offers a wide variety of clubs. When clubs are run by members of school staff and/or parent volunteers we aim to provide them free of charge. However, the school is always seeking to provide new opportunities and activities which may involve the use of outside coaches, companies or specialist equipment to run some clubs. When this is the case there will be a charge for these sessions to cover costs. The school will not fund after school activities from the main budget share.

## **8 Breakfast Club**

- 8.1 The school considers Breakfast Club to be an important part of school life. The aim is for the club to be sustainable through fees paid by parents, donations and outside funding. Should further funding be necessary, governors will consider funding the club from the school budget. Governors will review the situation regularly.
- 8.2 Governors have agreed to use some of the Pupil Premium and Service Child Premium for breakfast club if families meet the following criteria:
  - a) Pupil Premium – if a Year 6 pupil premium child is not making the required progress and/or has below average attendance then breakfast club will be offered free of charge to the child.
  - b) Pupil Premium – If parents of a child entitled to free school meals have to attend appointments with professionals (solicitors/hospitals etc) at the beginning of the day, school will offer breakfast club free of charge to the children in school as we are aware our rural location often makes attending these appointments difficult.
  - b) Service Children – if a parent is on detachment and the main carer also works, breakfast club will be offered free of charge to the children for the days the parent works.

## **9 Private phone calls**

- 9.1 The school does not charge members of staff for private phone calls.

## **9 Monitoring and review**

- 9.1 This policy is monitored by the governing body, and will be reviewed every year by the Finance and Personnel Committee.