



ST DUNSTAN'S, CHEAM, C of E PRIMARY SCHOOL

Policy Subject: Charging Policy

Date: October 2023

Review Date: October 2024

Vision Statement

'St Dunstan's – a thriving Christian school, guided by the Good Shepherd, founded on faith, inspiring the best in everyone.'

For all members of our school family we celebrate:

- excellent achievement and progress in all that we do
- learning for life in all its fullness
- Christian values alive within our school
- being at the heart of our community

Rationale

St Dunstan's, Cheam, C of E Primary School aims to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences. These take place both on and off the school site and all activities are chosen to support the children's learning and the school's ethos.

The Education Act 2002 clarifies the activities for which charges can be made or voluntary contributions sought and gives schools the discretion to charge for optional activities, provided wholly or mainly out of school hours and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or after school hours.

Objectives

The objectives of the Charging Policy are:

- To ensure activities offered in school time should be available to all pupils regardless of their parents' ability to help meet the cost.
- To identify those activities for which charges may be levied.
- To invite voluntary contributions for the benefit of the school in support of any activities organised by the school either during or outside school hours.

Charges

The Governing Body reserves the right to make a charge in the following circumstances allowed by the Act:

- The provision of music tuition given to children as individuals or in groups, except where it is to fulfil statutory duties relating to the National Curriculum or requirements specified in the syllabus for a public exam
- Ingredients and materials for cooking, Art, Craft, Design & Technology activities (through a voluntary contribution).
- Activities which take place outside school hours and which are not a statutory part of the National Curriculum e.g. outings, visits, sports coaching..
- Trips and activities during the school day (through a voluntary contribution) activities which involve children in nights away from home will include charges for board, lodging and travel costs. Vulnerable families can request support which can come from Pupil Premium funds, the PTFA or Cheam Consolidated Charities. ("CCC").

Voluntary contributions

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 should we not receive sufficient contributions to make the trip viable, it might be cancelled. If a parent wishes their child to take part in a school trip or event, but is *unable* to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

Breakages

In cases of wilful damage, breakage or loss of equipment on loan to children, the Headteacher, in consultation with the Chair of the Premises Committee may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Residential Visits

Our residential activities take place largely during school time and as such a voluntary contribution is sought.

Details of the visits, including costs involved are given in advance. Expressions of interest are sought prior to the visit in order to determine whether or not it will go ahead. In order to reduce the costs to parents, the PTFA currently contributes approximately £3,000 annually towards the overall costs of the Year 6 residential trip and £1,500 to the Year 5 residential trip. In cases where parents find it difficult to make the full voluntary contribution, the

Headteacher will decide whether to use Pupil Premium funding (where relevant) or whether to access funding from the PTFA or CCC..

Charges for DBS

Those parents who offer to become parent helpers in school, and require a DBS check to do so, are invited to reimburse the school for the cost of the DBS.

Music Tuition

All children study music as part of the school curriculum for which there is no charge. A charge is made for individual or group music tuition if this is not part of the National Curriculum. Peripatetic music teachers teach individual or small group lessons. Parents pay for these lessons. Contributions towards these lessons for Pupil Premium pupils are given at the discretion of the Headteacher and paid for from Pupil Premium funds. Parents are given information about additional music tuition prior to the start of each academic year.

Swimming

The school organises swimming lessons for all children in Years 3 – 6. These take place in school time and are part of the National Curriculum. The school undertakes to cover the cost of the pool hire and coaching costs however we invite parents to make a voluntary contribution towards the cost of transport to and from the pool. The school informs parents when these lessons are to take place.

Additional In-School Charges

Income from Sales

Some goods are purchased through the school for the convenience of parents, children or teachers e.g. book bags, recorders, phonics resources etc. The school does not profit from these sales.

Some goods will be sold through the school with the intention of making a small profit and this often takes the form of commission eg school photographs and PTFA fundraisers.

Income from Donations

Occasionally, the school will seek voluntary donations for events such as Mufti days or sponsored events such as the Bishop's Lent Appeal, Parents are advised as to how these funds will be used.

Income from Lettings

The Finance Committee review annually and set charges for the use of school premises. These costs are laid down in the School Letting Policy and include caretaking, insurance and energy costs.

The school does not charge the PTFA for use of the school for fund-raising activities.

The Headteacher and Governing Body will ensure that:

- In the case of day visits and activities, no child will be excluded because the school has not received a voluntary contribution towards the cost involved. Where a parent is not able to contribute the school is able to ask the PTFA for financial support. Trips/events may be cancelled in the event that overall insufficient contributions are received even after allocating Pupil Premium and PTFA funds to cover the costs of certain pupils.
- Whenever possible, parents are given sufficient notice of forthcoming trips and activities.