



Cramlington Village Primary School

Charging Policy



“Empowering everyone to achieve”

Policy Title	Charging Policy
Policies that inter-relate	N/A
Legal and Statutory documents linked	N/A
Governor Committee responsibility	Education
Date of last review	February 2017
Reviewer name and position	Cheryl Dixon, Business Manager
Date of next review	Spring 2018
Date approved by Governors	February 2017
Audit file updated (date and name)	February 2017



Introduction

All education during school hours is free and CVPS does not charge for any activity undertaken as part of the National Curriculum with the exception of swimming, where a voluntary contribution is requested towards transport.

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. A trip may be cancelled if there is insufficient contributions. If a trip goes ahead, it may include children whose parents have not paid any contribution as it is inappropriate to treat these children differently from any others.

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, the child is allowed 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.

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

Residential Trips

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, a charge will be made to cover the costs of the board, lodging and travel expenses. If parents are experiencing financial difficulties they are invited to write in confidence to the Principal (also please see the section on Remissions Policy)

Music tuition

All children study music as part of the normal school curriculum and there is no charge for this. Should parents wish their child to access one to one music tuition there will be a charge, but parents will be given support so that no child who wishes to learn to play a musical instrument is denied, due to an inability to pay.

Swimming



The school organises swimming lessons for all year groups, for children who are unable to swim 25 metres or more. These take place in school time and are part of the National Curriculum. A voluntary contribution is requested, towards the cost of transport for this activity as funding received does not cover this. Parents are informed when these lessons are to take place, and written permission is requested. They are delivered by fully qualified staff and they will focus not only on swimming but also on developing confidence and enjoyment in the water, as well as learning how to stay safe

Extended Services

Activities after school that are delivered by our staff team between 2.30 and 3.30 from Monday to Thursday will not usually be chargeable. However, the school may ask for a contribution towards materials.

Specialist activities, or where specially trained adults lead activities, will be charged at the cost price.

7 Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Principal in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

8 Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee and this forms part of our separate Lettings policy.

9 Other charges

The Principal, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying.

Remissions Policy

If the parent/carer of a pupil is in receipt of Income Support, Income Based Job Seekers Allowance, guaranteed element of state pension credit, support under part VI of the Immigration & Asylum Act 1999 or Child Tax Credit they can seek extra support towards any costs from school for trips or outings.