

Billinge Chapel End Primary School
Charging Policy
(2015-2018)



1.No charges will be made for education which is:-

- (i) Provided during school hours (exceptions 2(ii) and 2(iii))
- (ii) Provided outside normal school hours but which forms part of the National Curriculum, or part of statutory R.E. provision.

The school will provide:-

Materials, books and equipment necessary to the delivery of the curriculum

Voluntary Contributions

Chapel End Primary is committed to the enrichment of the curriculum whenever possible. These activities are not essential to the delivery of the National Curriculum, but will enhance the pupil's experience. The school cannot afford fully to finance such activities, and will therefore, ask parents for voluntary contributions. No child will be discriminated against because they cannot afford to make a contribution. A draft specimen letter to send to parents is attached to the end of this policy.

2. CHARGING

There are occasions on which the school can and will levy charges. These occasions are:-

- (i) Damage to school books, equipment or property, where this is the result of proven vandalism
- (ii) The cost of cookery ingredients for use in cookery activities. The costs will not exceed the costs incurred.
- (iii) Photocopying of documentation requested by parents /families.
(nominal charge 5p per sheet or 50p per whole document whichever is the least)

*** Any documentation that is required to be sent to all families is exempt from charge**

- (iv) Tuition on musical instruments will be offered on either an individual or very small group basis. In these cases, the cost of employing the teacher, usually through the Wigan Instrumental Teaching Service, will be passed on to the pupil. There will be no administrative charge levied for this service, the charges being only to cover the costs of the tuition.
- (V) If parents wish their children to have access to milk when they transfer to the Junior Department, there will be a charge.
- (V1) When parents are late to pick up children (late is defined as fifteen minutes after the normal pick up time) the children will be supervised in our after school club and a fee equivalent to a single ASC session will be applied.

Breakfast Club, After School Club (BC/ASC)

These clubs are run for the convenience of parents. They are run by staff employed by the school. In order to cover staffing costs, building costs (electricity, water etc) and purchase of consumable resources, it is necessary to make a charge per session. Breakfast club costs £4.00 per session and After School Club £6.00 per session.

Parents who arrive late (after the closing time) will be reminded of the need to be punctual. If this occurs a second time school will issue a warning letter informing them that a further late pick up will trigger a late pick up fee of £10.00. Should this occur, further use of the facility will not be allowed until payment is received.

3. USE OF PREMISES

The use of the school premises is limited to school organised activities and agreed activities with local community groups. Any groups using the facilities will be required to complete a 'Terms of Use' agreement and will include an indemnity statement to indicate that the use of the grounds is 'at their own risk'. Use of grounds is provided free of charge.

4. REMISSIONS POLICY

It is the school's intention that no student should be precluded from taking part in any activity because of financial circumstances.

The school will make clear, when organising any activity which is not provided free of charge, the arrangements which exist for the full or partial remission of charges.

Agreed summer2014

Reviewed summer2018