



Charging Policy

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the school curriculum with the exception of optional clubs, special events and swimming, where a voluntary contribution is requested.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Publication of information

This policy will be available on the school website, specifying what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Voluntary contributions

When organising school trips or visits ('wow factors') 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. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it will include children whose parents have not paid any contribution. We do not 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, 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.

Specific Charges:

1. Visits and Trips (Wow Factors)

As part of our whole school topics, a wow factor is provided each half term. Half of these are funded by The Friends Association, with the other half being part-funded from the school budget. In practice this means that once a term parents are requested to make voluntary contributions towards the cost

Farncombe Church of England Infant and Nursery School...

of events such as professional dance or drama workshops, theatre shows and trips to Windsor Castle, The Science Museum, Painshill Park and Alice Holt Forest.

2. Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. If however the school introduced individual tuition in the playing of a musical instrument then a charge would be levied.

3. School Clubs

All pupils in main school (YR, Y1, Y2) participate in Wednesday afternoon clubs, attending all six clubs over the course of the year. There are no charge for five of these clubs. A small voluntary contribution of £2.50 per year is requested from parents to cover the cost of ingredients for cookery club.

Several optional clubs are available for pupils at lunchtime or after school. There is a fee applicable for all of these. Clubs run by school staff charge a nominal £1 or £1.50 per session, to cover the cost of equipment and supplies. Clubs operated by outside agencies, such as SCL for football, charge a higher fee to cover their staff salaries.

On occasion the school uses part of its pupil premium fund to allow free access to these clubs for disadvantaged children.

4. Swimming

All children swim once a week from Year R onwards. A voluntary contribution is asked to cover the cost of these lessons. Parents of disadvantaged children are asked for 50% of the fees.

5. Earlybirds and Owls

Farncombe School offers childcare before and after the school day through Earlybirds (8am - start of school) and Owls (hometime - 4.30pm). Parents are asked to pay at least 24 hours in advance for Owls and on arrival at Earlybirds. A variety of payment methods are available for parents, including online payments. Sometimes a parent will request a short delay before paying, eg. settling childcare costs at the end of the week/paying for Monday and Tuesday on Wednesday morning. This is acceptable, but such payment must be received before the child may attend Earlybirds or Owls the following week.

Damage/Loss of property

In cases of careless, wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher 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. In recent years this has applied to lost library books, with a charge of £2 being requested and minor damage to the building.

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 form part of our separate Lettings policy.

...Where children achieve through Inspiration, Imagination and Individuality.

Other charges

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

Policy agreed: Summer 2016

Policy to be reviewed: Summer 2017