

Irchester Community Primary School

CHARGING POLICY

Updated June 2016 reviewed May 2017

The School follows LEA / DCSF guidance relating to charging for activities. The basic principle is that education that takes place within school hours (not including the lunch break) is free for registered pupils. However, parents may be asked for a voluntary contribution in the following instances:

- for ingredients and materials for practical subjects (such as cookery) where the child will be able to take home the finished item;
- for the costs incurred in educational day* or residential visits** / activities organised as part of the National Curriculum syllabus or the School's curriculum.;
- for visits to the school by outside agencies such as drama and music companies;
- school performances - there will normally be no charge made for admission to performances which involve whole classes or Key Stages. Items such as programmes may on some occasions be sold at the performances, to raise funds for school activities.

Whilst it is expected that all parents will support these activities, there is no statutory obligation. Pupils whose parents do not make a contribution will not be treated any differently. However, in the event of there being insufficient funds from voluntary contributions, some events may have to be cancelled.

Payment cards are available from the School Office. These allow parents to make payments towards any trips or events by instalments spread over a period of time.

An agreed charge will be made for :

- individual music tuition;
- damage to, or loss of school property including books and equipment where this is a result of pupil's misbehaviour and / or negligence;
- private Photocopying (at the current market rate)
- private postage (at the prevailing rate)
- private use of telephone : A charge may be made according to length of call and distance. The amount paid must be entered in the

telephone log in the office.

- lettings : The School usually follows NCC guidelines but in some instances, a reasonable amount may be agreed by the Headteacher or Governors to cover costs.

*Day Trips – once a trip has been deemed a viable trip, due to the number of parents willing to make voluntary contributions, all payments are non-refundable for any reason should a child be unable to participate in the trip.

**Residential Trips – the refund terms for these trips are determined by the policy and terms and conditions of the company through which is organised/booked. The relevant information regarding the refund policy is to be given to parents in the first communication about the trip.

Re-approved by Irchester Community Primary School Governing Body.

Signed :

Date: