

# **Irchester Community Primary School**

## **CHARGING POLICY**

Irchester Community Primary School, hereafter known as “the School”, follows LEA / DfE guidance relating to charging for activities. The basic principle is that education which takes place within school hours (not including the lunch break) is free for registered pupils. However, parents may be asked for a voluntary contribution for instances such as:

- 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.***

**In some instances, parents may make payments towards 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: in accordance with the lettings policy.

\*Day Trips – once a trip has been deemed viable, all payments are non-refundable if for any reason a child is unable to participate.

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

**Disclaimer:**

If any trip is cancelled due to circumstances beyond the school's control, no liability will be accepted by the school; however, the school will make every reasonable effort to reclaim monies paid in advance and to refund parental contributions.

Re-approved by Irchester Community Primary School Governing Body.

Signed: Chair of Governors

Date: May 2020