



POLICY ON CHARGING

This policy was ratified by the Governing Body at their meeting

Sutton on Sea CP School Charging Policy

1 Introduction

- 1.1** All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

2 Voluntary contributions

- 2.1** When organising school visits or inviting visitors to school which enrich the curriculum and educational experience of the children, the school may request parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, the activity may be cancelled.

Pupil Premium may be used to support visits.

If a parent wishes his/her 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.

Parents have a right to know how each activity is funded. The school provides this information on request.

- 2.2** Examples of activities for which a voluntary contribution may be requested:
- School visits, fieldwork, theatre trips
 - Swimming

3 Music tuition

- 3.1** All children study music as part of the normal school curriculum. We do not charge for this.

- 3.2** There may be a charge for individual or group music tuition, if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. A charge is made for these lessons.

3 Breakfast Club

There is a daily charge for pupils attending Breakfast Club which is updated on our website.

4 After School Clubs

Where after school clubs are provided by a third party, a charge may be made.

5 Charging Parents for breakages and fines

In cases of wilful damage, breakage or loss of equipment on loan to children, the Headteacher, in consultation with the Chair of the Resources Committee may decide to make a charge. Each incident will be dealt with on its own merit.

6 School Lunch

Cooked lunches at Sutton School are charged at a daily rate which is updated on our website.

7 Additional In-School Charges

Income from Sales

Some goods will be sold through the school with the intention of making a small profit and this often takes the form of commission. Goods include: Book Fair Sales and school photographs. Income from this is recorded in the School Fund account.

Income from Donations

Occasionally, the school will seek voluntary donations from events as non-uniform days, sponsorships etc. The purpose for which the donation will be used is explained clearly to parents and visitors. Income from this is recorded in the School Fund account.

Income from Lettings

The Resources Committee review annually and set charges for the use of school premises. These costs are laid down in the school's Casual Letting Policy and include caretaking, insurance and energy costs.

8 Remissions Policy

8.1 Residential Visits

For residential trips mainly out of school time and not related to a statutory curriculum purpose, a charge will be made for the full amount of the trip as such a trip is classed as an "optional extra". Voluntary contributions will not be requested.

For residential trips mainly during school time (i.e. more than 50% of their total duration) the cost of accommodation and meals can be charged. Where the pupil is entitled to Free School Meals, the School can only ask for voluntary contributions towards the cost of accommodation and meals. All parents will be notified that if they are receiving such benefits they are entitled to claim remissions.

For residential trips mainly in school time, voluntary contributions can be requested from all parents to help fund transport and other costs.