



1 Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996. All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities such as individual or small group music tuition. Trips are an important part of learning, but it is usually essential for a coach to be hired. Obviously this means that a cost occurs.

2 Aims and Objectives

The aim of this policy is to clarify:

- what the school will and will not charge for
- what the school will request a voluntary contribution for
- why charges and requests are made

3 School Uniform

School uniforms must be purchased from school. P.E. kits can also be purchased along with bags and caps. A commission is charged for sales.

4 School Trips

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions of around 90% of the cost, we may have to cancel a trip. If a trip goes ahead, it will include children whose parents or carers have not paid a contribution. We do not treat these children differently from any others.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as "optional extras". This list is not exhaustive:

- visits to museums
- fieldtrips and research visits
- sporting activities which require transport expenses;
- outdoor adventure activities
- visits to or by a theatre company
- musical events

5 Residential Visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do require parents/carers to pay for the costs of board, lodging and insurance. If we cannot raise sufficient funding, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.



6 Music Tuition

Fees must be paid directly to our third party music tuition providers, in advance. Tuition will not be provided if fees are not received.

7 Hire of musical instruments for home practice

A termly charge will be made for the loan of the instrument from our third party providers.

8 Swimming

The school organises swimming lessons for children in Year 2 and Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place.

9 Activities Outside School Hours

No charge will be made for activities, outside of school hours, that are part of the National Curriculum or Religious Education.

For all other clubs/activities outside of school hours, there will be a charge up to the cost of the activity.

10 Additional Sports Coaching

The school is sometimes able to secure the services of a qualified sports coach. Currently this is paid for through P.E. and Sports Funding.

11 Equipment and Ingredients for the Curriculum

Pupils may be asked to bring in equipment/ingredients, or to make a small donation, for some activities such as Design and Technology. Parents may be asked to send food for special events or for a small donation to help with costs.

12 Special Events and Concerts

Tickets for concerts, for example at Christmas, will be charged in order to subsidise the costs of props, costumes, equipment etc.

Throughout the year a variety of events take place to raise money for school projects or charity. Contributions are always voluntary and the purpose of the fundraising will always be made clear to parents via letter.

13 Damage/Loss to Property

A charge may be made in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge may be made in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.



14 School Meals

Payment for school meals must be made weekly. Unpaid fees will result in a child being unable to take school meals, and they may also be referred to a debt recovery agency.

15 Nursery Top-Up Fees

Nursery top-up fees are payable half termly, in advance. Unpaid fees will result in a child being reduced to a part-time place in Nursery, and they may also be referred to a debt recovery agency

16 Priory All Stars Before and After School Club

Priory All Stars Before and After School Club fees are subject to annual review and are available from the school office. They are also published on the school website. Childcare sessions will be added to our secure electronic payment system daily and must be paid within 5 days. Unpaid fees will be referred to a debt recovery agency and could result in a child losing their place. A full session fee will be applied to any booked sessions that are cancelled or not used. Booked sessions are non-transferable however under rare unavoidable circumstances they can be cancelled free of charge under Managers discretion.

A late collection fee of £10.00 will be applied, on top of the normal rates, if children are collected after 6pm. There will be no reduction in fees when a child attends an after school activity club as staffing costs for these children do not change.

17 Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, for example, providing a photocopy of a policy or report.

18 Remissions

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil or a particular activity if it feels it is reasonable in the circumstances.

Pupils who qualify for Pupil Premium will be offered a reduction in charges where possible.

19 Monitoring and review

This policy is monitored by the governing body and will be reviewed every two years, or sooner if necessary.

See also our Lettings Policy for information on hiring the school's facilities outside of, or within, normal school hours.

Policy Author: Catherine Hawkesworth

Policy Approved By: Shaun Morris (Chair of Business Committee)

Responsible Committee: Business Committee

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