

## **Introduction**

This charging policy has been compiled in line with DfE requirements and in accordance with section 457 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 activities.

## **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

## **School Uniform**

'Smart School Uniform' supplies our branded uniform. It is located at Harvey House, Hassell St, Newcastle-under-Lyme, Newcastle, ST5 1AR. Uniform can be ordered online and delivered or collected.

They stock jumpers, cardigans, ties and polo shirts Early Years. They also sell storm-proof and showerproof coats, caps and a variety of bags. We keep a small stock of ties in school that you can purchase if one is lost or damaged.

If you need any support with the purchase of uniform please contact the school. We have second hand uniform available that we can supply to parents/carers free of charge. We also have access to a charity that can provide support with the purchase of uniform in exceptional circumstances.

## **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

## **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.

## **Swimming**

The school organises swimming lessons for children in Year 2 to Year 6. 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.

### **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.

### **Additional Sports Coaching**

The school is sometimes able to secure the services of a qualified sports coach, which may be paid for through P.E. and Sports Funding.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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 must be booked via Arbor and paid for in advance. Full session fees apply to any booked sessions which are cancelled or not used. Booked sessions are non-transferable, however under rare unavoidable circumstances they can be cancelled free of charge, under management discretion.

A late collection fee of £10.00 will be applied in addition to session fees, 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.

### **Other charges**

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

### **Remissions**

The Headteacher, Business 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.

### **Monitoring and review**

This policy is monitored by the Governing Board 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.

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Date of Review: February 2023