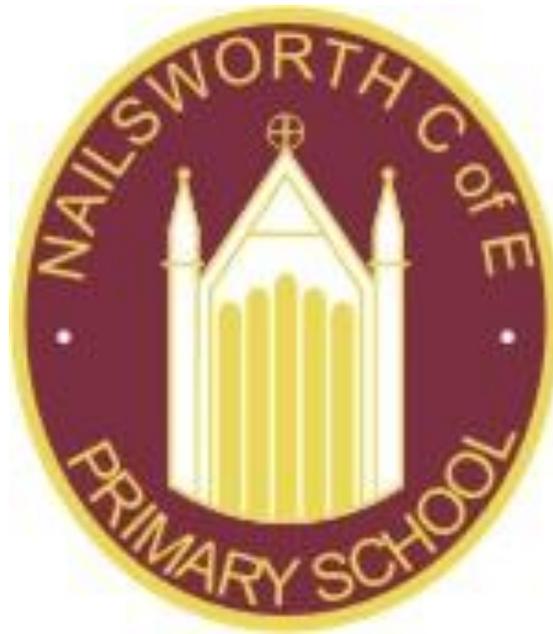


Policy Statement for

Charging



Change History	Summary of Key Changes
Dec 2014	Updated to new format
April 2016	Section 6 updated

1 Introduction

All education during school hours is free. We do not make mandatory charges for any activity undertaken as part of the National Curriculum.

2 Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. The voluntary contribution requested is calculated by the cost of the trip and travel, divided by the number of children in the class.

Payment of the voluntary contributions should be made, ideally a week before the school trip, to enable us to make a decision whether the trip should go ahead. Parents who have made a commitment to pay must honour this agreement, as non-payment will put pressure on the school funds and the decision for the trip to go ahead may have been different had we known.

If a parent wishes their 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. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

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

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;

3 Swimming –

The school organises swimming lessons at Stratford Park **Leisure Centre each week**. **Each** class from Year 2 upwards may be offered a course of swimming lessons which usually lasts for a term. The total cost of swimming, including the pool, instructors and travel, is divided between total number of

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Review Frequency	Three Years	Updated	April 2016
Version`	2.0	Next Review	April 2019
Review Author	Sarah Edwards	Published on Website	Yes

pupils in the class. Voluntary contributions are requested from the parents to cover the whole cost, but if parents are unable to pay then children are not denied the chance to swim (this is a whole class activity). Any shortfalls are covered by school fund (PTFA currently contribute 30% of travel costs).

4 Residential visits

The school usually organises residential visits for Year 5 and Year 6 pupils. The total pupil cost of the trip is divided by the total amount of pupils who will be attending; this includes travel costs, accommodation, food costs. All parents who agree to their child attending are liable for the cost. Any costs incurred by staff will be paid by School Fund. Pupils who are on the Ever 6 list may be able to access financial assistance from the Pupil Premium Fund. Other pupils who are facing financial problems may be offered financial assistance i.e. grant applications, reduced instalments etc.

5 Music tuition

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

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers and are invoiced direct to parents; the school is not involved in making or collecting these charges. Musical instruments may be hired from Gloucestershire Music.

6 Lettings

Lettings are handled by the Nailsworth Recreation Centre (NRC), under the management of Nailsworth CE Primary School. The NRC website should be consulted for full details of the lettings policy:

<http://www.nailsworthrecreationcentre.co.uk/bookings.html>

Information regarding the Standard Conditions for Hire, the Agreement for Hire and the Information For Hirers as well as the Booking Form can be found on this site.

7 Payments and Debts

Payments for large expenses, such as residential trips, are requested in instalments and a payment card is issued well in advance to assist parents with budgeting. Full payment (or a signed agreement to pay – agreed with Head Teacher) must be received before the residential trip goes ahead.

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Once the school has received a completed slip from a parent confirming that they will pay the relevant charge (for swimming, class trip etc), the school will chase for the payment if not received.

If the payment has not been received by the end of term, an invoice is issued to the parent which requires payment within 28 days.

Non-payment of an invoice will be referred to the next Governors Resources meeting to decide on the next course of action i.e. small claims court.

8 Monitoring and review

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

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