

**Welton Primary 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 trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. 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.
- 2.2 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.
- 2.3 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
  - ◆ visits to the theatre
  - ◆ musical events

**3. Residential visits**

- 3.1 If the school organises a residential visit in school time or mainly school time, which is mainly to provide education directly related to the National Curriculum, we do make a charge to cover the costs of board and lodging. Parents may wish to make enquiries about state assistance.

**4. Music tuition**

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 A small charge is made each week for violin tuition and parents are able to hire a violin from the school. The peripatetic music teachers teach individual or small group lessons. We give parents information about additional music tuition when applicable.

## **5. Swimming**

- 5.1 The East Riding of Yorkshire Council's Sports Development Unit organises swimming lessons for all children in Year 5 and 6. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

## **6. Sporting Activities**

- 6.1 Opportunities arise to work with sport specific coaches (e.g. Leeds United), some of which incur a small charge for the sessions.

## **7. Photocopying**

- 7.1 The use of the photocopier by outside agencies or for private use is charged at:-

3p per A4 copy  
6p per A4 double sided  
6p per A3 copy  
10p per A3 double sided

These charges will be reviewed two-yearly.

## **8. The Freedom of Information Act**

- 8.1 The Freedom of Information Act allows parents the right to ask for copies of various reports. There is a charge of £10 per report to cover costs of the resources and administration time. The fee is to be paid when the parent receives the report which will be provided within 2 working days.

## **9. Damages to or Loss of School Property**

- 9.1 The school will seek payment from parents for damages to or loss of school property caused wilfully or negligently by their children.
- 9.2 The school will invoice the parent. The invoice must be paid within four weeks of the invoice date.

Parents must contact the school during the first week of receiving the invoice, if they wish to negotiate a regular payment scheme over an extended period.

In exceptional circumstances, the headteacher may set a nominal amount, rather than the real cost of the repair or replacement.

## **10. Invoices and Inter-departmental Accounts**

The school must receive payment of an invoice or IDA within four weeks of the invoice date. If payment is not received a reminder will be sent.

If the school receives payment by cheque, which later is 'returned to drawer' the school will charge an additional £10.00 for costs incurred. The school may also insist that the invoice is paid in cash.

A receipt will be issued on receipt of all payments.

## 11. School Meals

Parents will be informed of any increases in the cost of school meals. Guidance on meal prices is obtained from the LA.

Dinner money must be sent to school on a Monday for the week, as the school operates a 'nil' arrears system.

Failure to remain in credit will result in the school sending a letter on a Friday informing the parent of the arrears incurred that week.

If the arrears have not been paid during the second week a letter will be sent advising the parent that they must settle the outstanding amount by a certain date or make alternative arrangement for lunch until the outstanding amount has been cleared.

If necessary a further letter regarding the unpaid arrears will be sent and will state that if the arrears have not been cleared by a certain date they will have to make alternative arrangements for their child's dinner i.e. packed lunch and the debt will be referred to the debt collection service or even the Small Claims Court.

Parents are to be given the option to pay for school lunches half termly by cheque.

## 12. Private Lettings

Interested parties may contact the school regarding the letting of a classroom or the school hall, as long as they have the correct insurance in place. Prices will be given upon request.

Signed \_\_\_\_\_ Chair of Governors

Signed \_\_\_\_\_ Finance Committee

Signed \_\_\_\_\_ Head Teacher

Date \_\_\_\_\_