



Canon Barnett
Primary School

Charging Policy

Approved: 25th April 2022
Review date: May 2023



The Governors of Canon Barnett Primary School believe that all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging policy describes how they will do their best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils from taking full advantage of the opportunities.

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have. However, the school reserves the right to cancel any trip or activity for which insufficient contributions have been raised.

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Extended school Childcare

Drop in Club

The school operates a drop in club, from 8 am to 8.50 am. This session provides childcare. The school charges £3.00 per session and must be booked a week in advance.

Staff member's children who attend the school and who require an emergency drop in club provision may do so for free at the headteacher's discretion.

Nursery top up charges

All 3 year olds are entitled to 15 hours of early year's education. Some children of working parents are entitled to 30 hours of early year's education. The school recognises that some families may require more hours of early year's education and charge £22.50 for an additional 2.5 hours of education, and £157.50 for an additional 17.5 hours on top of 15 hours funding.

Nursery children are not entitled to free school lunch and are charged £2.40 daily for lunch. Snacks and milk are provided free of charge.

The Governing Body of Canon Barnett Primary School will charge for the following activities:

- OoSHL activities that would not otherwise be run as the school does not have sufficient funds. If this is the case, then the full cost will be charged unless donations or grants have been obtained. If so, then the cost will be shared out equally between all going after the grant or donation has been subtracted.
- For 2022 – 23 Governors have agreed that there will be a cost for the year 6 residential journey of £110.
- Drop in Club – £3 per session
- The Out of Hours School sports clubs will be funded by the Sports Premium and be free to all. This is due to the focus on encouraging children to make healthier choices in their lives
- All other Out of School Clubs will cost £2 a session

The amount charged to each individual will not exceed the actual cost of the activity for that individual.

It is permitted for the cost to each individual to have the costs of the designated staff included as long as that member of staff has a separate contract for the activity. This could be in the form of a letter from the Headteacher asking if they will provide a service on a particular occasion.

Notwithstanding the above, the governors reserve the right to waive charges for any activity on a case by case basis.

Books

The school may charge a replacement cost if books are lost or damaged. This will be at the discretion of the headteacher.

Damage or Loss of Equipment

A charge may be made for damage or loss caused by a pupil. This will be at the discretion of the Head teacher.

PART B – LETTINGS & USERS OF THE PREMISES

The Governing Body has a no lettings policy

RECOUPMENT OF COSTS

The Governing Body will ensure that all costs that should be recouped are received. Examples would include tuition costs of pupils where another local authority is responsible for the cost of the child's

education, etc. Other costs to be recouped include: staff meals, staff telephone calls, private photocopying, etc.