



Charles Dickens Primary School
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Charles Dickens Primary School Charging policy – 2018/19

Charles Dickens Primary School is an inclusive school offering equality of opportunity to all pupils within the school. We aim to provide a broad and varied range of experiences for the pupils. This may include trips, visits and the use of visiting groups. The Governing Body recognises the valuable contribution that a wide range of activities can make to a child's development.

From September 2018, the school will inform parents/carers of the true cost of a school trip. Voluntary contributions towards the cost of trips will be invited. For costs that are chargeable, the school will charge parents/carers up to, but not exceeding, the amount of the actual cost.

Voluntary Contributions

When organising school trips, activities or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. These contributions are to enable an activity to take place and enhance the children's education. They will cover the cost incurred and not make a profit. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against and will be included if the activity goes ahead. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Voluntary contributions will be invited for non-residential trips and the non-chargeable element of residential trips.

- Parents/carers will be invited to make a voluntary contribution to cover the true cost
- Parents/carers of pupil premium children will be invited to make a voluntary contribution with a 30% reduction from the true cost.
- Parents/carers will be given the opportunity to make a voluntary contribution over the cost of the trip to help cover the cost of other student/s that may struggle to pay

Prohibition of Charges

The school is prohibited from charging for the following:

- Education provided during school hours or outside school hours if it is part of the National Curriculum
- Education provided on any trip as part of the National Curriculum
- Transporting pupils in connection with an educational trip

Charges

There is a charge for

- The hire and maintenance of instruments used in individual or additional music tuition
- After school club
- Before school club/breakfast club
- Extra curricular activities (clubs)
- Top up charges for nursery and nursery lunches
- Board and lodging on residential trips (see below for exemptions)

Residential Visits

A charge will be made for the cost of board and lodging and the charge will not exceed the actual cost of provision. Other expenses, including transport costs, are met by voluntary contributions

Parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The criteria are the same as eligibility for free school meals. Further information is available from the school office.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Remissions

The school may wish to reduce or remit charges to particular groups of pupils and may decide not to request voluntary contributions.

The school will make every effort to support a child's participation in an activity where parents are undergoing financial difficulties. Individual cases should be discussed in complete confidence with the Head Teacher.

Parents should speak in confidence to the Headteacher if they are experiencing any financial difficulties.

Any requests for assistance are treated with absolute confidentiality.

For further information see [DFE advice - Charging for School Activities](#)

September 2018 to be reviewed September 2019

