

# **Kingfisher Primary**

## **Charging Policy**

**September 2018**

## Kingfisher Primary

# CHARGING POLICY

**At Kingfisher Primary we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.**

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and in some cases, make a charge. However, there are strict rules we have to abide by. The school's charging policy sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

The school's policy on charging for activities will aim to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent/carer.

The policy states that no profit is made on any day or residential trip or unless otherwise stated and best value is always sought to keep costs as low as possible.

### **Voluntary contributions for activities as part of the Curriculum**

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions must be by the due date. If we do not receive sufficient voluntary contributions, we may have to cancel the activity. Parents who are unable to pay can make an appointment with the Principal to discuss payment options.

### **Residential Visits**

The school organises annual residential visits. The cost of these trips includes board & lodgings, transport, materials and charges for any activities to be experienced. Parents will be given the option of a payment plan to spread the costs of the residential visit.

### **Charging in Kind**

The cost of ingredients, materials, equipment, etc needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of, ingredients and materials if the product is to be owned and taken home by the child afterwards, eg food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

## **Breakages & Fines**

The school reserves the right to ask parents to pay for the cost of replacing any item such as:

- Broken windows
- Replacement reading or homework diaries
- Defaced, damaged or lost text books
- Any item damaged as a result of unsatisfactory pupil behaviour

## **Out of School Hours Activities**

A charge may be made for activities which take place partly or wholly outside school hours. Out of school activities will be organised to supplement and support formal learning in curriculum areas and to provide further experiences to enable pupils to develop their full potential.

If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent. There is a separate changing policy for our nursery provision.

## **Items sold by the School**

The school makes a number of items available for purchase by parents eg school uniform and book bags.

Costs are kept as low as possible and the school takes advantage of bulk purchasing opportunities. Any profits are directly reinvested for the pupils benefit eg school fund for fun activities and towards additional equipment.

## **Charging for copies of documents**

The school may make a charge, to cover but not exceed the cost of supply, when requested to provide copies of pupil records, policy statements, OFSTED Reports and other school documents to parents or other entitled persons.