



Care, believe, achieve together

Cockfield Primary School

Charging Policy

Written: September 2024

Ratified by Governors: September 2024

Review at least annually



1. Introduction

1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

2. Voluntary contributions

2.1 At Cockfield Primary School, we organise school trips, visitors or visits throughout the school year, to enrich the curriculum which we offer and to widen the educational experience of the learners. For these visits or activities to take place, the Headteacher may invite a voluntary contribution from parents to meet their costs. Every effort will be made to keep these costs reasonable. If we do not receive sufficient voluntary contributions, we unfortunately may need to cancel trips, visitors or visits. Where a trip goes ahead or visitors to the school deliver activities to enhance our curriculum, learners whose parents have not paid any contribution will share in the experience. We do not treat these learners differently from any others.

2.2 Often the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school can provide this information on request.

2.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums; places of interest
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events
- visitors delivering workshops to the pupils

2.4 School will never make a profit from the voluntary contributions made by parents/carers to cover school trips. On the vast majority of occasions, school funds are used to make sure that the experience can be offered at an accessible price.

3. Residential visits

3.1 If the school organises a residential visit in school time or weekends, we suggest a charge to cover the costs of board and lodging and travel. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled.

3.2 Children who are entitled to pupil premium, or looked after children, may be subsidised for part/all of the cost of a residential visits using their Pupil Premium funding. In other circumstances the Governing Body invite parents to apply in confidence to the Head Teacher for the remission of charges in part or full. The Head Teacher, in consultation with the Chair of Governors, will make authorisation of remission.

4. Music tuition

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

4.2 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. A contract between the music service/company and parents is then issued. There is a cost for such tuition (which is charged directly to parents from the peripatetic music service/company). School does not enter into this contract other than to give parents information about additional music tuition at the start of each academic year.

4.3 Children who are entitled to pupil premium, or are looked after children, may be subsidised to help with the costs of tuition, should the child wish to take up tuition.

5. Swimming

5.1 The school organises swimming lessons for pupils in Key Stage 2. 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. After School Clubs/Wrap Around Care (Breakfast Club and Childcare from 4.30)

6.1. The school provides Breakfast Club (from 8am), After School Clubs (until 4.30) and Childcare (until 5.15pm or 6pm at request). All of these sessions are chargeable. Pupil Premium funds are used to subsidise these sessions for eligible pupils. Children who are eligible for Pupil Premium receive 1 free club session a week and access Breakfast club at £1.00 reduced rate.

The costs for sessions are as follows:

Breakfast Club (8am-8.45am) - £3.00

After School Clubs (3.15-4.30) - £4.00

Childcare (4.30-5.15) - £3.00

Childcare (5.15-5.30) - £3.00 **This must be booked at least a week in advance**

6.2. Families are charged for access of clubs and wrap around care retrospectively based on which sessions have been booked/used. These charges are made via ParentPay and families are encouraged to use the Tax Free Childcare scheme (<https://www.gov.uk/tax-free-childcare>) to fund the costs.

6.3 Some Sports Premium funding is directed towards outside sports coaching, which helps to reduce the cost of hiring skilled coaches for after school club whilst keeping charges to a minimum

7. Payments for school meals

7.1 Children in Reception, Year 1 and Year 2 are eligible to receive Universal Free School Meals. This means that there is no charge for their school dinners.

7.2 Children who are in Nursery and KS2 and who are in receipt of Free School Meals funding are not charged for school meals. All other children are charged £2.81 (a charge set out by our caterers Chartwells) daily if they choose to have a school meal. Children can change daily between having school dinners and their own packed lunch. If a child chooses a school

dinner when they enter school on a morning then they will be charged for this. Charges for school meals are made via ParentPay.

7.3 On special occasions where family members are invited into the school to eat lunch with the children, family members are required to pay for their lunches in advance in line with the costs for the meals which are set out from Chartwells (our catering provider). These charges are non-refundable due to the preparation which goes into preparing for the event.

8. Payments for extra Nursery hours

8.1 Most children in our setting access Nursery provision using 15 or 30 hour codes which are supplied by the Government (<https://educationhub.blog.gov.uk/2024/05/03/how-to-claim-15-hours-free-childcare-code/>)

8.2 Where places are available, parents/carers can pay for additional sessions in Nursery in addition to using a 15 hour code. The cost of these sessions is:

2 year olds: £21 per half day session

3 and 4 year olds: £15 per half day session

8.3 Where children access **whole day** sessions in Nursery, all children are charged additional costs to cover staffing over the lunchtime (£2.50) and the cost of a school dinner (£2.81) if a packed lunch is not supplied. If all of a child's 15 or 30 hour code is not used to cover sessions in Nursery then these can be used to cover lunchtime session staff costs.

9. Other chargeable items

9.1 Sometimes there are occasions where school is able to facilitate purchase of items which parents/carers can choose to opt into if they would like. Some examples of such items include:

- School-based memorabilia such as cups or tea-towels
- Leavers' hoodies
- Items produced by external companies e.g. Christmas cards or school photographs

9.2 School will never assume that parents/carers want to buy into such options and therefore will consult with parents/carers before orders are placed. By confirming that you would like to buy such an item parents/carers are confirming that they will pay for such an item to avoid any additional, unavoidable costs falling onto the school the school budget.

10. Money raised for School Funds/charity

10.1 On occasions throughout the year the school holds events to raise money for school funds or charities. These events may include:

- Non-uniform days
- Family events
- Summer/Christmas fairs
- EYFS family themed sessions

10.2 We want to ensure that all children can access all school experiences, whatever their family circumstance. For whole school events, children will be able to join in whether or not they bring a financial contribution to the event.

10.3 For situations where charging is optional (e.g. purchasing refreshments at an event) we endeavour to make the cost involved as minimal as possible to make the event as inclusive as possible.

11. Playgroup

11.1 We run a playgroup from the school hall each Tuesday during term time.

11.2 Sessions are charged at £2.50 per child (£1.50 for siblings) which includes access to the activities and toys and drink and snacks for children and adults. The fee also covers staffing for the session, which bridges the relationship between school and the community and also provides first aid cover.

12. Failure to pay

9.1 Parents/carers are charged retrospectively for lunches, wrap around care, clubs, school trips and experiences and additional Nursery sessions or hours.

9.2 Parentpay is the system which we use to charge for these costs and parents/carers can log on and see the payment options available for their children.

9.3 Staff in the school office monitor and review payment for non-voluntary items and follow the Local Authority's guidance for situations where debt is run up.

9.4 In the cases where debt remains unpaid the debt is referred onto the Local Authority for collection and the opportunity for children to engage in paid services (e.g. clubs or wrap around care) will unfortunately be removed. This is a circumstance which the school will work with families to try and avoid.

13. Monitoring and review

13.1 This policy is monitored by the Governing Body, and will be reviewed annually.

13.2 Monitoring by the Governing Body aims to ensure that costs are maintained at an accessible level to meet the needs of the community whilst also ensuring that there is no detrimental impact on the wider school budget.