



ONGAR PLACE PRIMARY SCHOOL

CHARGING POLICY AND PROCEDURE

Ongar Place Primary School is committed to safeguarding and promoting the welfare of children. The recruitment and appointment of staff, school policies and procedures always consider the safeguarding of children as the first priority.

1. Education provided within school hours:

Education provided by the school for its registered pupils is free of charge if it takes place wholly or mainly during school hours; those hours when the school is actually in session and not including the break in the middle of the day. This means that neither the pupil nor his or her parents may be required to pay for, or to supply, any materials, books, instruments or other equipment for use in connection with education provided during school hours.

2. Music Tuition

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

There is a charge for individual or group music tuition if this is not part of the National Curriculum. We make a charge for these lessons. A charge will be made in respect of individual tuition or small group lessons provided by SCA (Surrey County Arts) or other peripatetic music teachers even if this takes place during the school day.

3. Third party activities

The school may levy a charge directly on parents for activities organised in school hours by a non-school organisation.

4. Education provided out of school hours.

Charges may be made for education provided out of school hours.

5. Extended schools

Charges may be made for care provided for children before and after official school times

6. Voluntary Contributions

A request for contributions to school funds for additional activities and resources throughout the school year may be made, Parents are under no obligation to contribute and registered pupils will not be treated differently according to whether or not parents have made a contribution.

7. Offsite visits

Funding for offsite visits is provided mainly by parental voluntary contributions. No child may be excluded from an activity because of the inability of a parent to make a contribution. Voluntary contributions should be requested in the initial letter to parents about a visit.

All offsite visits must be planned as part of the curriculum and fully discussed with Headteacher prior to any detailed planning. The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time.

Board and lodging on residential visits:

Charges will be made for residential visits whether or not the activity is provided to fulfil the requirements of the National Curriculum.

8. Optional extra activities

Participation will be on the basis of choice and a willingness to meet such charges as are made. Any charge made in respect of individual pupils may include an appropriate element for the following: A pupils travel costs; a pupils board and lodging; materials, books, instruments and other equipment; any additional staff costs; entrance to museums, theatres etc; insurance costs. It should be noted that any charge for an 'optional extra' activity, as distinct from a request for a voluntary contribution, should not exceed the actual cost of providing that activity, divided equally by the number of pupils willing to participate. It may not, therefore, include an element of subsidy for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Agreed: Reviewed

Review Date: Spring 2021

Author: Business Manager

Policy: **Statutory**/Recommended