



## **St Luke's Church of England (Aided) Primary School Charging Policy – Reviewed September 2024**

### **Introduction**

- This policy outlines the purpose, nature and management of the use of charging and remissions in our school.
- All education during school hours is free.
- We do not charge for any activity undertaken as part of the National Curriculum.

### **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary and the school budget is utilised to heavily subsidise these activities. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Animal experiences: Farms, zoos, Sea Life Centre
- Museums (Black Country Living Museum, Birmingham Museum & Art Gallery)
- Theatres
- Castles (Tamworth Castle)
- Workshops, i.e. Florence Nightingale, Timezone, Music, Safeside, Open Door
- Carding Mill Valley
- Seaside

### **Residential visits**

As a school, we organise residential visits in Year 2, Year 4 and Year 6. These overnight experiences vary in number of days, increasing as the children move through the school. In order to encourage as many children as possible to participate, we heavily subsidise the visits.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. However, we have individual or group music tuition for pupils in Years 5 and 6, this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. There is no charge for these lessons but there maybe a cost for tuition books, etc. We give parents information about additional music tuition at the start of each academic year.

## **Swimming**

The school organises swimming lessons for all children from Years 3 to 6, with year groups having swimming sessions for approximately 9-10 weeks across the year. These take place in school time and are part of the National Curriculum. We ask parents/carers for £2.50 per week for this activity to help towards the cost of the hire of transport to and from the swimming pool. Costs regarding the pool, swimming instructors and life guards are covered by the School Budget. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

## **Income from sales – Non-profit making**

Some goods may be purchased through the school for the convenience of parents, pupils or teachers. For example, parents/carers can purchase snack (yoghurts, breakfast bars), book bags, aspects of our school uniform and PE/Sports kit. The school will not seek to make a profit from these sales.

### **Charges for snack:**

- £13.00 per term when paid as a single payment
- £1.50 if paid weekly

Costs of School Uniform & PE Kit can be found on: [190abd\\_a29e34f81ec84be8b2f78ba070da1b04.pdf](http://190abd_a29e34f81ec84be8b2f78ba070da1b04.pdf) ([stlukesprimary.co.uk](http://stlukesprimary.co.uk))

## **School Meals & Milk**

The school has adopted the standard Local Authority charging policy for schools meals and also offers flexible charging for those parents/carers who narrowly miss the threshold for Free School Meals. Due to increases in cost of food, it has been necessary to increase the cost of meals to:

- £14.00 per week (£2.80 per day)
- £9.00 per week (£1.80 per day) *Flexible Charging*

There is no charge for milk as children are provided with free milk per day.

## **Paying for Information**

Where parents request copies of information under the Freedom of Information Act, the Governors can make a charge for providing copies of information. This is detailed in the Publication Scheme.

## **Exceptions**

School recognises that there may be occasions when special consideration needs to be made regarding payments for activities. In these circumstances, parents and carers are encouraged to contact Mrs Grennan, Mrs Smith or Mrs Ferguson (Finance Officer) in order to discuss discounted options or exemption from payment. Exceptions to payment will be made where circumstances are deemed reasonable and necessary, in consultation with the School Governing Body.

## **Payments**

Parents/Carers are encouraged to send monies in a named envelope which is then logged by the receiving member of staff in the classroom and then sent to the

Finance Officer, who checks the amount in the envelope (in the presence of another member of staff) making a note on the system.

In addition to sending money into school, parents/carers are also able to pay for meals, visits, snack, uniform, Skoolz Out via an on-line payment system. We have purchased, through the Local Authority, Schoolcomms which helps us to easily collect school payments from parents simply, securely and cost-effectively, using data which we already have in SIMS. The aim is to significantly reduce our school's payment administration, engaging parents/carers and receiving monies quicker into school.

### **Arrears**

In the event of parents/carers not keeping up-to-date with payments for aspects such as school meals, Skoolz Out or swimming, the Finance Officer will notify parents/carers with a letter which informs the amount owed and asking for the payment to be paid as soon as possible. If this is not rectified then another reminder letter will be sent to parents/carers. If the debt is not settled then a letter from the Headteacher will be sent, with the information that if payment is not received, then details of the debt will be forwarded to the Local Authority Payments department.

### **Monitoring & Review**

The procedures in this policy will be monitored in the light of any new information and guidance which becomes available.

**Shared with FGP via email: 04.09.2024**

**Approved by FGP via email: 04.09.2024**

**Approved by Chair of Governors via email:**

*VADanis*

**FGB 22.10.2024**

**Minute Number: 10h**

**Date of next Review: September 2025**