



# Our Lady of Victories Catholic Primary School

## Charging Policy

This policy was ratified by Governors at Curriculum Committee level

Last reviewed May 2021

Next review date: May 2023

## **1 Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum time, with the exception of individual or group music tuition or lunch time clubs.

## **2 Voluntary contributions**

**2.1** 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. 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. This information is kept confidential and we do not draw attention to this nor do we treat these children differently from any others.

**2.2** 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 will allow the child to participate fully in the trip or activity. The School Governors or PTA sometimes pay 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.

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

- visits to museums;
- sporting activities which require transport expenses;
- visits to the theatre;
- musical events.

## **3 Residential visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the educational aspect of the trip. However, we do make a charge to cover the costs of board and lodging and travel expenses. Parents who receive state benefits are exempt from payment.

## **4 Music tuition**

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

**4.2** The peripatetic music teachers teach individual or small group lessons. These individuals make a charge for these lessons and they liaise directly with parents to give information about charges for additional music tuition.

## **5 Swimming**

The school organises swimming lessons for all children 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, and we ask parents for their written permission for their child to take part in swimming lessons.

## **6 Additional Sports Coaching**

Both during PE lessons and after school, the school offers additional sports coaching. Qualified coaches, who are not members of the school staff, run and organise these sessions. We make a small charge for these sessions only when they take place after school.

## **7 Other Out of Hours Activities**

We offer a range of clubs out of school hours. To extend the variety of opportunities available to our children, we arrange for additional specialists to manage out of hours learning activities. There is usually a charge for participation in these sessions. Where parents or staff cannot meet the cost but agree that a child could benefit for attending there are arrangements made for the child to attend without paying. This information is kept confidential and we do not draw attention to this nor do we treat these children differently from any others.

## **8 Bus and Transport Charges**

Staff make use of the free travel on buses and tubes for visits to sites within a reasonable distance for children from Yrs 2-6. For visits to sites which are not easily accessible or for children below age 7 years we prefer to use a coach. The PTA funds an agreed amount each year per class for class trips. Above this amount parents are asked to make a contribution for travel costs.

## **9. School Meals**

School meals are free for pupils in Reception, Year 1 and Year 2. There is a daily charge for school meals for pupils in Key Stage 2 (Years 3-6). Pupils who are entitled to free school meals do not pay for meals. Parents should speak with the office staff, in confidence, to find out if their child is eligible for free school meals. This information is kept confidential and we do not draw attention to this nor do we treat these children differently from any others.

## **10. Languages**

Pupils in Key Stage 2 study French as part of the normal school curriculum. We do not charge for this. However, there are privately-run French, Spanish and Italian clubs which take place before or after school and for which a charge is made.

## **11; Damage and loss of equipment**

Where damage or loss of equipment occurs through the behaviour of pupils the parents of those pupils may be asked to compensate the school at the Head's discretion.