



Kington St. Michael CE Primary School

School Charging Policy

Rationale

Schools are required to set out their approach to making charges to parents of children attending the school. The aim of this policy is to do this so that all within the school community are clear about the school's approach that will be used.

Requests for money from the school will be defined to parents as a "voluntary contribution" for any activity organised by the school as part of the curriculum.

Any services from outside providers (eg. Sports coaching, music tuition) must be paid by parents in full.

The policy

1. Voluntary contributions will only be requested for activities that cannot be met from within the school budget and would be impossible to fund without the support of parents (eg. day visits, visits from outside companies and swimming).
2. When a request for money is made, parents will be made aware of whether it is a voluntary contribution or a charge. More expensive payments may be made in instalments.
3. An activity that is charged for, (eg. music tuition, sports coaching), will, however, only go ahead if the parents make the payment for the activity in advance.
4. Where voluntary contributions are requested, parents will be informed through newsletters if insufficient contributions are made. In this case the activity would be cancelled.
5. Funds collected for school-organised activities will be handled within the school's finance systems, with all monies collected being carefully recorded and accounted for. Money for activities run by outside providers must go directly to their employee.
6. The school will set aside monies to fund activities for those children on free school meals. These funds will be accessible on parental request.
7. Where charges are to be made, parents will have full and detailed information, so as to ensure they have clear information on which to base their decision before making any commitment.
8. Once parents have agreed to fund a chargeable activity, payment will be expected by the deadline given so that costs do not fall on the school's budget.
9. Information about the policy will be set out in the brochure and in letters about trips, so that all are clear about the approach the school takes to charging.

Policy Approved by: _____

Policy Approval Date: _____

Policy Review Date: _____