

Plaistow
Primary School
and Children's Centre



Governors Charging Policy

This policy was reviewed by *Governors*

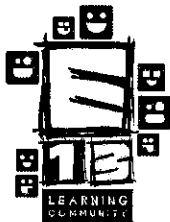
Signed by: *Jain Patel* Chair of Governors

Signed by: *J. Plome* Headteacher

Date: September 2012



INVESTORS IN PEOPLE



Healthy School

Policy Ratified by: Full Governing Body

Date Ratified: September 2010

Cycle of review: Annually

Date of next review: September 2013

Governors Charging Policy

Introduction

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

Voluntary contributions for activities as part of the Curriculum

When organising educational visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

If a parent wishes their child to take part in an educational visit or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

If appropriate and funds allow, the school or Friends of Plaistow School (F.O.P.S) may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir, recorder and Every Child A Musician lesson are also without charge.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid directly to the Newham Music Academy which provides peripatetic music teachers to teach individuals or small group lessons on the school site. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for one year group of children. Lessons take place in school time and are part of the National Curriculum. We may ask for a voluntary contribution to cover the cost of provision of a lifeguard/specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place and we ask for their written permission for their child to take part in these.

Optional Extra Activities

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

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

- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- School trips abroad;
- Musical events

Activities not run by the School or LA

When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

Residential Visits

The school organises an annual residential visit for Year 5 pupils. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

The governors' policy is for the school to cover the cost of any additional teacher time necessary to lead the trip or subsequent follow up work.

Parents will be given the option of a payment plan to spread the costs of the residential visit.

Charging in Kind

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or Design Technology is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

Breakages & Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any item that is deliberately broken or damaged, such as:

- Broken windows
- Defaced, damaged or lost reading books - £3 minimum charge
- Any item damaged as a result of unsatisfactory pupil behaviour.

Special Needs

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

Passports and Home Office letters

There is a charge of £10 for completion of individual passport applications and letters of confirmation of school attendance for the Home Office. All fees paid into the school fund

Review

There will be an annual review of this policy by the full governing body.

Adopted by the Governing Body at the meeting dated: 30th September 2010

To be reviewed: September 2013