

Kingswood Parks Primary School Charging Policy

Introduction

This policy outlines the circumstances when Kingswood Parks Primary School:

- Will make a charge
- Will not make a charge
- May make a charge

If a parent wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the visit or activity. We do not treat these children differently from any others. Sometimes the school pays additional costs in order to support the visit or activity. Parents have a right to know how each visit is funded. The school will provide this information on request.

We will adhere to the following guidance:

- If the activity cannot be funded without voluntary contributions the parent/carers will be notified of this from the outset.
- No child will be excluded from an activity because the parents/carers are unable to pay.
- If insufficient contributions are raised, the visit or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

No charge will be made for:

- DBS checks
- The school will fund the DBS checks for staff, governors and regular volunteers if such checks are required.

Swimming

The school organises swimming lessons for all children at some point during their time in Key Stage 2. These take place in school time and are part of our PE curriculum. We make no charge for this activity and will inform parents when these lessons will take place.

Charges may be made for:

School Clothing

Kingswood Parks operates a Uniform Policy. To assist parents some items of clothing are available from school for which a charge will be made eg sweatshirts. Current prices are available on request.

Book Bags

All children are given one free 'book bag' on entry to Kingswood Parks. Subsequent bags will be charged for. The current rate is

Nursery Places

Children currently receive 15 hours free provision usually taken over 5 mornings or afternoons. In exceptional circumstances additional sessions may be available and will be charged at the rate of £15 per session.

Loss or damage of school property

Parents or carers of children who damage school property may be asked to pay the cost of repair or replacement.

Residential visits - linked to the curriculum but not predominantly in school time

When a visit takes place out of school time but is still linked to the curriculum then we consider the number of half day sessions that are outside the normal school week when determining the voluntary contribution from parents/carers.

Visits linked to the curriculum

We ask for a voluntary contribution towards the cost.

Visits not linked to the curriculum

These offer opportunities for our children to have a holiday. We will make a charge to cover the costs of transport, food and lodging and, where appropriate, to cover the costs of the activities.

Music tuition

All children study music as part of the school curriculum. Any children taking part in additional peripatetic music lessons *may* be charged at the rate the school is charged.

Out of School Activities - Clubs

The school offers a variety of Out of School activities which take place predominantly in the evening straight after the end of the school day. We may make a session charge for each club of £3.00 per child. This charge will be reviewed on an annual basis.

Hire of Specialist Equipment

The school may make a charge for the hire of specialist equipment, eg musical instruments.

Use of the school premises

We pride ourselves as being at the centre of the community and as such are happy to receive requests to use areas of school designated for this purpose. We insist that a site facilitator is on site during any such time. See Appendix A for current charges. These will be reviewed as and when the need arises.

Breakfast Club

Breakfast Club will be charged at the rate of £3 per day.

Voluntary contributions

Separate from this Charging Policy we may seek voluntary contributions in order to offer as wide a variety of experiences as possible for our children. All requests for contributions will state their 'voluntary' nature and that children whose parents/carers do no pay will be treated no differently from those who have.

Payment

When a payment is required the school will give parents/carers as much notice as possible. We will also endeavour to offer the facility to pay in instalments.

	3.30-6.00pm	6.00pm onwards	Weekends
Main school, hall or studio	£15 per hour	£25 per hour	£30 per hour
Multi Use Games Area (MUGA)	£15 per hour	£25 per hour	£30 per hour

Bond

A *refundable bond will be charged as follows:

£25 for a single booking

£50 for a block booking

Payment

Hire charges must be paid in advance. Failure to do so will result in the facility not being available to you.

All cheques are to be made payable to:

NCCAT – Kingswood Parks Primary School

Cancellation Policy

Cancellations must be made in writing to the School Business Manager.

The following charges will be incurred:

11 or more working days' notice

Nil

5-10 working days' notice

50% of the fee will be charged

Less than 5 working days' notice

100% of the fee will be charged