

## Charging Policy

### Wickford Primary School Charging Policy

#### 1 Introduction

- 1.1 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 swimming where we ask for a voluntary contribution (see below) or individual or group music tuition.

#### 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. We do not 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 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.
- 2.3 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:
- visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to the theatre;
  - musical events.
  - Visits to historical/geographical sites
  - After school clubs

#### 3 Residential visits

- 3.1 When 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 ask for a voluntary contribution for the education and travel expenses. An additional charge is made to cover the costs of board and lodging. The school subsidises trips for those parents on state benefits. However, where the school cannot afford to subsidise, it is possible that the trip will be withdrawn.

#### 4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state

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benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

### 5 Swimming

- 5.1 The school recognises that being situated next to Wickford Swimming Pool we are fortunate to be able to take advantage of this resource. We therefore organise swimming lessons for all children. These take place in school time and are part of the National Curriculum and we ask for a voluntary contribution from parents to cover the cost of the hire of the pool and for staffing the lessons. We have use of the pool every Tuesday morning and details of the contribution we ask for is given in school newsletters. To keep costs at a minimum we request that parents pay for these sessions in half term blocks. Where parents cannot or are unwilling to contribute their child will still be able to attend the lessons.

### 6 Clubs

- 6.1 Where the school offers clubs there is no charge for parents when a teacher runs the club. Where we bring in outside support or use other staff we ask for a donation to cover the costs of running the sessions. For parents on state benefits the school will endeavour to subsidise their sessions on request.

### 7. Support for Parents on Low Incomes

- 7.1 The level of support that the school can give for additional activities is set out in the Support for Parents on Low Incomes/Pupil Premium document below.

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#### Policy on Support for Parents on Low-Incomes and in receipt of Pupil Premium Funding

Wickford Junior School is an inclusive school. We believe that no child should miss any part of the curriculum due to financial difficulties faced by parents on low incomes. We therefore have the following policy to try to alleviate any prospective problems that parents may have.

For any parent who is in receipt of income support or who qualify for free school meals or have done do over the past 6 years, or whose combined household income is below £16,190 p.a. can receive the following support from the school for each child in the household:

#### School clubs

The school will pay 50% for any one club each term – parents will be asked to contribute 50% of the published cost only.

#### School swimming

To enable us to continue with our provision of swimming in the curriculum parents are asked to make a voluntary contribution. For the above parents we ask for 25% of the requested contribution only.

#### Music

Parents are asked to contribute 25% of the costs for music lessons providing they have also accessed additional support from Essex Music Services toward these costs. (More information from the school office.) This subsidy is for one instrument per year only. We also offer a 25% discount where there is more than one child from a family learning an instrument.

#### Breakfast Club

We ask that parents pay 50% of the normal charges.

#### Trips and visitors to school

We ask parents to contribute 25% of the voluntary contribution.

#### Extraordinary trips

Parents are asked to pay 50% of the costs toward trips not directly connected to the curriculum e.g. the year 6 Legoland trip.

#### Year 6 Residential Trip

Parents whose children are in receipt of free school meals are not asked to contribute to the residential trip. Parents in receipt of pupil premium funding are asked to contribute 50% of the cost.

Please note that the above does not apply to school meals – support for these come directly from the local authority. Please contact the office for more information.

**The school will consider support for parents on incomes slightly above the amounts above on application. We regret that parents must make an appointment to see the headteacher regarding this. All meetings will be treated as confidential.**

**The school will ask parents to provide proof of income in order to qualify for the support above. Failure to provide it may lead to the school being unable to offer the subsidy.**

**This policy will be reviewed annually in light of the financial situation in school and may be withdrawn for financial reasons at any time.** This policy was updated in the Spring term 2019.