



**St Augustine of Canterbury
Catholic Primary School**

Charging Policy

DATE: March 2025

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“Created by God to love and learn”

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Document Information

Author	Head Teacher <i>M Hillman</i>	Review Frequency	Every 2 years Subject to local education authority and/or national policy change
Date of Ratification	March 2025	Related Policies	
Review Group	Resources Committee	Ratified at Full Governing Body	
Review Date	March 2027	Chair of Governors Signature <i>Stephen Wells</i>	



Mission Statement:

St Augustine of Canterbury Catholic Primary School provides an education that inspires and nurtures God's children to succeed to their full potential as we are... "Created by God to love and learn."

1 Introduction

- 1.1 Knowing that we are all created by God, we value the individuality of all our children whom God has brought to us from all over the world to befriend. We strive to provide a good education for all our children. The head teacher and staff work very hard to build positive relationships with all parents and carers. We aim to work in partnership with parents in the best interests of the children by providing the best learning opportunities we can. This will mean using the school's delegated budget to finance some activities, but this policy also sets out where parents could contribute to those learning opportunities.

The learning experiences we give the children are as many and varied as possible in an effort to aid learning and to foster an understanding of the world in which they live. Some form of visit or trip, or an invitation to an outside agency to give a display, presentation, performance or specialist workshop is encouraged every term. 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 some individual or small-group music tuition.

2 Voluntary contributions

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may need to 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, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras' but are intrinsic to pupil development of knowledge and skills as they give the children 'concrete' first-hand

experiences. Without the support of parents and carers, these activities may be cancelled. This list is not exhaustive:

- visits to museums and galleries
- cooking and design technology resources. Finished artefacts remain the property of the school especially if they contain expensive elements like motors, battery packs and micro-computers.
- visits to music recitals and the opera, theatre or ballet;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits by a theatre company, puppet shows, poets, science projects, architecture workshops, resident artists, dance and drama workshops;
- musical events.

3 Residential visits

- 3.1 If the school organises a residential visit to run in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we ask for voluntary contributions towards the education and travel expenses. However, in addition, we do make a charge to cover the costs of board and lodging as well as transport. Pupil premium children parents need to contact the headteacher in writing if they are experiencing any financial difficulty outlining any contribution they may be able to make, this will be treated in confidence.

4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for additional music tuition if the budget allows for this.
- 4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. Peripatetic music teachers teach these individual or small-group lessons. South Gloucestershire music service charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

5 Swimming

- 5.1 The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore 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.

6 Extra-Curricular Activities

- 6.1 The school offers additional extra-curricular activities after school. Qualified coaches, who are not members of the school staff, run and organise these sessions. They make a small charge for these sessions. These charges also apply for pupil premium children.
- 6.2 Other sport may also be provided but an extra charge will be made if the provision is made by an outside provider.

7 Religious Activities

- 7.1 Year 6 attends the Diocesan Leavers' Mass and Federation activities of a religious nature are part of the school's fabric and charges may be levied for transport.

8 OSC (Breakfast and Afterschool club)*

School provides wraparound care for working parents at a cost for breakfast club and for afterschool club, where available. Parents need to complete a school booking form in advance. Late requests can be considered on an adhoc basis if there is available space.

A register will be created by a member of the admin team and billing will be processed on a weekly basis, an invoice will be issued at the beginning of each week and payment will be due by Sunday, unless alternative arrangements have been made with the school office. Late payments will be chased by the admin team regularly. We reserve the right to deny a place if payment is not received.

Cancellation fees: we require 48 hours' notice to cancel a OSC booking, after 48 hours you will be charged half the current cost, after 24 hours you will be required to pay in full.

*rates and weekdays offered are available from the school office or on the school website.

9 Monitoring

- 9.1 This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary.

¹ See Charging for School activities by DfE May 2018

https://assets.publishing.service.gov.uk/media/5af99c8ae5274a25e78bbe30/Charging_for_school_activities.pdf

Schools can charge for:

- board and lodging and the charge must not exceed the actual cost.

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found <https://www.gov.uk/apply-free-school-meals>.

Guidance on school policies for Learning Outside the Classroom, including charging, is available <http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf>

Equality Impact Assessment -Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact x or n.a.
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)	X	
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		x
Gender reassignment (transsexual)		x
Marriage and civil partnership		x
Pregnancy and maternity		x
Racial groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		X
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		x
Gender (male, female)		x
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		x