

KENMORE PARK JUNIOR 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 peripatetic music tuition. The school applies its Equal Opportunities Policy when making decisions on charging, especially elements of the policy relating to equal access, prevention of discrimination, etc.

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 be forced 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 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.

3 MUSIC TUITION

- 3.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 3.2 There is a charge for peripatetic music tuition. We make a charge for these lessons. We give parents information about music tuition when their child enters Year 3 and when vacancies arise. Current charge is £50 per term.

4 EXTRA-CURRICULAR CLUBS

- 4.1 Extra-curricular clubs are offered to children in the Junior school. These involve a range of activities and may be held at lunchtime or after school. Charges are made for some of these activities to cover the cost of **outside providers/materials**. Parents are notified about the extra-curricular clubs available. School staff are not permitted to charge for running clubs in school time. External providers may make payment requests. External providers must comply with this charging policy and other relevant policies.

INCLUSION.

The school is proud of its commitment to inclusion. We try to include as many pupils in clubs and extra-curricular activities as possible. The school always treats requests for financial support in the form of reduced contributions with sympathy and in confidence. Some pupils are included in extra-curricular activities as part of their learning needs, e.g. drama. Pupil Premium funding may be used for such requests.

5. In order to allow parents time to make payments, the Junior school sends a letter of proposal in the first instance. Only when responses show the activity/trip may be viable does the school send out a second letter requesting voluntary payments. The school will endeavour to provide as much notice as possible for costed trips. In some cases, this is impossible because of last minute 'offers' by the LA/educational establishments. In addition, notional costing may vary by the time bookings are made.

The money collected will be added to the school's unofficial funds which are scrutinised by the finance and full governing body at regular intervals.

6. The school may charge a nominal amount for school plays, productions and concerts. The money raised will be used towards the costs of such productions, e.g. costumes, lights, specialist equipment. The school will use any other monies generated in this way for school funds, i.e. for the benefit of pupils. The school will keep accounts of this fund and it will be subject to external audit and governor overview.

Other Charges

The school frequently receives requests from parents to complete documents not directly related to the education of the pupils. The following guidance applies:

- a) Where the request has a direct impact on the pupil, e.g. high school forms, entrance tests, FSM applications, etc. these will not be charged for.
- b) Parents often request forms such as citizenship home office forms, passports, confirmation of attendance at KPJS, child benefit forms, etc. these will be charged for as they are not part of the normal functioning of the school. The following rates will apply:
£3.00 for confirmation letters or similar.
£10.00 for passports.

The Junior School would like to thank Kenmore Park Infant School for assistance with this policy.

Person responsible: S. Murji

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