Bledington Primary School

CHARGING POLICY

Date of Ratification by Board of Governors: **19.05.16** **23.09.21** **22.09.22** **12.10.23** **04.07.24** **09.07.25** **07.10.26**	***Updated 13.10.17*** ***20.04.18*** ***20.01.21*** ***14.09.21*** ***08.09.22*** ***15.08.23*** ***25.06.24*** ***01.07.25*** ***12.08.26***	**Signed:** **CO-HEADTEACHERS:** **Jill Kewley & Amanda Ziebeck** **CO-CHAIRS OF GOVERNORS** *K Dainty A Hammerstein*

Safeguarding Statement

At Bledington Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Bledington Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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1. Overview and Purpose

Bledington Primary School endorses the principles of the Education Act (2011, 1988) in maintaining the right to free education for all children. The act allows us to request voluntary contributions to broaden children's educational experience.

School trips, workshops, swimming or music lessons: In providing activities which take place during the school day the school may have to meet additional expenses, for example specialist groups working with pupils in school or additional equipment and resources which need to be purchased. The school reserves the right to ask parents for voluntary contributions for any activity organised by the school which takes place, wholly or mainly (50% or more) during normal teaching time.

Such enriching activities are an important aspect in supporting the curriculum. Non-contribution would not prejudice a pupil's place. However, there may be cases where unless most parents were prepared to make a contribution, the school may have to cancel the activity such as educational visits or residentials.

Any parents or legal guardians who are experiencing financial difficulty are encouraged to approach the school where we will seek to find assistance with the charges such as a weekly payment card to spread the cost. Governors reserve the right to judge cases of exceptional circumstance but a nominal contribution would still be expected. Voluntary contributions will, in all circumstances, be invited through individual letters to parents. Any school organised activity which takes place mainly (more than 50%) outside of school time will be charged for in such a way as to meet the entire costs of the activity.

2. School Clubs & extra-curricular activities

Clubs during lunchtime are most often run by teachers voluntarily giving their time. School reserves the right to charge a nominal fee for participation in these activities.

Breakfast club is run by the school and charges £3 per session to cover staff costs to ensure adult/child ratio is maintained. Extended care club run by external providers which takes place on school premises will set their own charges unless contracted under Service Level Agreement (SLA). Any queries regarding these activities must be taken up with the external providers and not with school. Charges for SLA provision will be set in line with the SLA contract.

3. Breakages

The school will not charge for accidental breakages of school property however deliberate or wilful acts which result in breakage or damage to school property will be charged for at a rate

appropriate to replacement costs. In such cases parents/ guardians will be expected to pay for the replacement rather than the cost of the original.

4. **Other Charges**

Dinner Monies: Timely payment of dinner monies should be made in line with school's schedule. Details are available from the school office and on the school website. Where there is a change of home circumstances and pupils become entitled to free school meals, it is the responsibility of the parents to inform school as soon as possible to avoid over paying money. In cases where payment has already been received for and a subsequent new claim for free school meals is backdated, school will only reimburse one week's worth of payments.

Parents will not be allowed to run up a debt for school dinners or any other payments exceeding £20. If this should occur please make an appointment to speak to the Headteacher or Administrator to make arrangements for the debt to be cleared. If we are unable to resolve the issue then legal proceedings will follow. Parents will be informed of the procedure by letter.

Private Photocopying: this can be arranged with the Administrator who will agree a set price with the individual requesting usage.

4. Staff Overpayments

Wherever a salary or expenses overpayment has occurred, the Governing Body will decide on a case-by-case basis whether recovery of the overpayment will be sought.

The CoHeadteachers, Chair of Finance Committee and /or Chair of Governors may levy charges for miscellaneous services up to the cost of providing services, e.g. for printing / providing a copy of a report/ policy.

The school charging policy will be subject to change if there are new DFE or Gloucestershire County Council directives.

Written 19.05.2016

Updated annually