Our Lady & St Kenelm Catholic Primary School
Charging Policy

Introduction

The governors of Our Lady & St Kenelm Catholic Primary School are committed to providing a broad and balanced curriculum, which includes meeting the requirements of the National Curriculum. All pupils are entitled to free education and the school ensures that activities offered as part of the national curriculum and wholly within normal school time are available to all pupils, regardless of their parents' ability and willingness to meet costs.

The governors are committed to a creative curriculum, enhanced by educational visits and visitors. These enrich the curriculum. However, governors recognise that this enrichment may not always be possible within the schools limited resources, without the support of parents.

Policy Aims and Objectives

This policy sets out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. The Governing Body of the School is responsible for determining the content of the policy and the Headteacher for implementation of the policy. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

Charging

Our Lady & St Kenelm Catholic Primary School

- will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- will not charge for any musical tuition which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups. Charges for instrumental lessons are on the basis of an annual contract with DPA. Parents/carers are required to make a commitment to pay the annual cost even if the lessons cease at the request of the parent/carer.
- may permit organisations to charge parents when such an organisation is acting independently of the School or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity.
- may charge for activities (optional extras), which happen outside school hours when these activities are not necessarily part of the National Curriculum.
- Will charge for pre-school additional sessions attended by children at the following rate: DETAIL APPROVED PRE SCHOOL RATES FOR THE YEAR
- Will charge for lettings that are approved to take place at the school at the following rates: DETAIL APPROVED LETTING RATES AGREED FOR THE YEAR

Voluntary Contributions

- Our Lady & St Kenelm Catholic Primary School may ask parents for a voluntary contribution towards
  the cost of any activity which takes place during school hours (including swimming, educational visits and visitors), school equipment and school funds generally.
- The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute will not be discriminated against.
- Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.
- The school may ask parents to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children.

Residential Visits

Our Lady & St Kenelm Catholic Primary School may charge for board and lodgings on residential courses. A non-refundable deposit will be required and parents will have the opportunity to pay for the remainder of the balance in instalments.

Exceptional Circumstances

Where parents or carers experiencing financial difficulties, wish their child to take part in an activity for which a voluntary contribution is requested or where there is a charge (e.g. a residential visits) they are asked to contact the Headteacher in confidence. Each case will be considered on its merits and adjustments to help parents make the requested contribution or payment (for example a payment plan) may be offered. Where parents and carers are requesting the school provide financial help, the governors will consider each individual requests on a case by case basis.

Monitoring and Review

The Governors will review the policy as determined by the programme agreed and detailed in the policy review cycle.

Reviewed: Autumn 2026
Next review: Autumn 2028

Signed_____ (Chair of Governors)