



PRINCE OF WALES PRIMARY SCHOOL CHARGING POLICY

The aim of this policy is to:

- Make as wide a programme of trips and activities accessible to as many pupils as possible.
- To establish and maintain a fair and coherent system of charges, seeking to ensure that no child's access to the curriculum will be limited due to charges.

The School:

As a statutory organisation, will not charge for books, materials, equipment and transport, provided during the hours from the start to the finish of the school day by the Local Authority or the school, to carry pupils between the school and an activity.

Will not charge for any activities which take place in school time, apart from instrumental or vocal tuition for individual pupils.

Will charge for entry to Breakfast Club at a cost of £3 per session. Siblings will be offered a discounted price, at £2 for the second child and £1 for the third, and any subsequent children.

Will charge for lunchtime club for Nursery ("Acorn Club") at a rate of £5 per day per child. This only applies to children who access the 30 hours nursery entitlement as the school receives no funding for the time period between the morning and afternoon nursery sessions. Please be aware that this charge is to cover the cost of additional staffing during this time only; thus a packed lunch must be provided for any children attending nursery both for the morning and the afternoon.

May charge for school-time activities by inviting parents and others to make voluntary contributions to enable school funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions; however, we may need to cancel an activity if it is not affordable.

May charge for some after-school activities, such as ingredients for cooking, materials for design and technology, or dance sessions.

Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible. **A full refund will be made to those who have already paid.**

Will charge for board and lodgings on residential trips/courses except for pupils whose parents are receiving:

- Income Support
- Income-based Jobseekers' Allowance
- Income-related Employment & Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit
- Child Tax Credit (provided they are also not entitled to Working Tax Credit and have an annual gross income of no more than £16190)
- Working Tax Credit run-on (paid for 4 weeks having ceased to qualify for Working Tax Credit)
- The Guarantee Element of State Pension Credit

The Head Teacher will inform parents of the right to claim free activities if they are receiving these benefits.

The School:

Will charge for school meals taken by any child who is not eligible for either Universal Infant Free School Meals (UIFSM) or Free School Meals (FSM). The price of a school meal is currently set at £2.50 but this is subject to change as the prices we are charged by our catering provider may increase at any time and this is outside of our control. For the academic year 2023-2024 **only, all** children are eligible for free school meals as part of the Mayor of London's emergency scheme to help the capital's families with the current cost of living crisis.

May permit organisations to charge parents/carers, when such an organisation is acting independently of the school or Local Authority, 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 of school hours when these activities are not a necessary part of the curriculum.

Will charge parents/carers for non-attendance of children at weekend/holiday revision clubs if they have previously requested that their children/child attend/s and have signed the agreement form.

May charge parents/carers if they persistently collect their children late at the end of the school day.

Will expect that parents/carers make a financial contribution towards replacing damaged or lost school property, caused wilfully or negligently by their children.

Will issue penalty notices to parents who take their children out of school during term time without having obtained prior permission from the Head Teacher.

Will not charge staff for meals if they are on lunchtime duty.

Freedom of Information (F.O.I.) requests: a charge will only be made if the request generates work which is above the “applicable limit”. This means the work must equate to 18 hours or over, excluding any redaction work.

Leaflet/Flier distribution: an admin charge of £20 will be made to outside companies requesting that we distribute leaflets. Agreement to distribute leaflets will be at the head teacher’s discretion to ensure only appropriate material is circulated.

There will be a charge for private lettings as per the Lettings Policy using the scale of charges as set out by the Governing Body. Discretionary charges can be made if agreed by the Head Teacher. The Governors will review the lettings charges levied by the school on an annual basis.

This policy will be reviewed annually by Governors.