



Margaret Roper Catholic Primary School

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CHARGING POLICY

Responsible: Finance Committee

Created: November 2009

Last Revision: October 2021

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Introduction

- I. 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 individual or group music tuition.

Voluntary Contributions

- II. When organising school trips or visits which enrich the curriculum and educational experiences of the children, the school invites parents to contribute to the costs of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the trip. If the trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from other children.
- III. 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. **Parents are not required to pay a contribution in order for their child to be involved.**
- IV. The following is a list of additional activities organised by the school, which requires voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
 - Visits to museums, galleries etc;
 - Sporting activities which require transport expenses;
 - Outdoor adventure activities;
 - Visits to the theatre;
 - Visits to the school from specialist organisations – e.g. drama groups, artists, etc
 - School trips abroad;
 - Musical events;
 - Extra-curricular clubs where the school has to pay for the coach or provider

Residential Visits

If the school organises a residential visit in school time or mainly in school time, which is to provide education directly related to the National Curriculum, we do ask parents for a contribution to cover the cost of the education or travel expenses. We also make a charge to cover the cost of board and lodgings. Parents who may not be able to afford the cost of school residential visits may apply to the school for discretionary support in meeting this cost.

Music Tuition

- I. All children study music as part of the normal school curriculum. We do not charge for this.
- II. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. Parents who opt to have their children take instrumental lessons in curriculum time will be invoiced directly by the tutor. We give parents information about additional music tuition at the start of each academic year.

Swimming

- The school organises swimming lessons for pupils in all year groups. These take place in school time but incur charges in terms of teaching staff and hire of premises. An annual request is made for voluntary contributions.

Breakfast & After School Club

- The school operates a breakfast and after school club for pupils in term time. This is chargeable to parents. In certain circumstances the school may apply a discretionary waiver of part or all of this charge in order to support a family in need, for instance where attendance or punctuality is poor, or where the family would not be able to afford the club but attending would be of significant benefit to

the child. (See remission statement). Further information on Breakfast and After School Club is available on the school website.

Other Activities

- The school invites a number of external coaches/tutors to provide sessions as part of the after school clubs offer. These may include Football, Netball, Multi Sports & Spanish. These clubs are charged directly to parents by the provider. The school makes a small charge to parents who send their children to after school clubs provided by school staff (eg Chess, Drama, Handicraft). This is payable through ParentPay online. Families with children in receipt of Pupil Premium funding will be asked to make partial contribution towards such clubs / activities.

School References

- In light of increasing workload on Headteachers, teaching and administrative staff a one-off voluntary contribution of £25 may be requested from parents to provide references for application to independent schools. This reflects the additional work required in preparing the information which is greater than information required for maintained schools.

This contribution forms part of a collective agreement made by the Croydon Catholic Primary schools Partnership in September 2006.

Distribution of Material to Parents from a Third Party

- A charge of £ 20 is levied to third parties wishing to distribute literature to the wider parent body. The school reserves the right to refuse distribution if the material is likely to be incompatible with the aims of the school, calls the ethos of the school into question or is offensive.

Lettings

The Governors of Margaret Roper School do let the premises for hire to external organisations for extended school provision, sports and holiday clubs, Parish activities and occasional discretionary events. Charges for these uses are outlined in the Lettings Policy.

Remission Statement

There will be occasions when families are placed under particular financial pressure. Parents are encouraged to discuss with the school their particular circumstances, confidentially, as they arise. The school will act sympathetically in these circumstances. Families with children in receipt of Pupil Premium funding will be considered for charging remission on a case by case basis, depending on the circumstances.

Agreed by Finance Subcommittee, November 9th 2009

Reviewed March 2011, Revised Feb 2013, Jan 2014, March 2015, May 2016, June 2017, July 2019, October 2021, November 2024