



**Cherry Lane  
Primary School**

# Charging Policy

School Name	Cherry Lane Primary School
School Address	Sipson Road, Hillingdon, UB7 9DL
Date Policy Revised	December 2016
Date of GB Approval (where applicable)	March 2017
Date of next revision	<u>December 2018</u>

Cherry Lane Primary recognises the value of providing a wide range of enriching experiences and to extend pupils' learning to contribute to their personal development.

### Introduction

All education during school hours is free. We do not charge for any activity as part of the National Curriculum with the exception of individual or group music tuition.

### Voluntary Contributions

Voluntary contributions may be requested to help provide activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

If sufficient contributions are not received the activity may be cancelled.

### Charges

The Governing Body of Cherry Lane reserves the right to make a charge for the following activities:

**Residential Trips:** If the school arranges a residential activity during term time there will be a charge to cover the overall costs of travel, board and lodgings. Parents are given an option to pay in instalments prior to the trip taking place.

**Music:** All children study music as part of the normal school curriculum. This is not charged for. There are charges for individual or group music tuition if this is not part of the National Curriculum. These lessons are delivered by the Peripatetic Music teachers. Parental agreement and a signed contract will be obtained before the tuition is provided.

**After School Clubs:** The school offers a range of after school clubs on a half-termly basis. A small charge is made for these clubs, the school also subsidise these groups.

**Ingredients or Materials for Practical Lessons:** Parents are encouraged to support and provide ingredients or materials for these subjects if requested.

**Breakages and Damage to School Buildings, Furniture or Property:** Parents will be charged for damage caused as result of a pupil's conduct and behaviour. Parents will also be expected to replace or pay for the cost of lost items of school property, such as, items of uniform which have been loaned to their child.

**Photocopying:** Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 50p per sheet and £1.00 for, colour, per sheet.

**Private Fees:** Any report or data that is requested on a child for the purpose of a third party private assessment requested by the parent (ie reports for solicitors, private psychologist reports or specific letters) will be charged at a rate agreed by the Governing Body. At present this is £10.00, this covers the cost of staff, photocopying and postage. The request to sign passport/visa forms will only be agreed if the member of staff has known the pupil for at least 2 years and currently attends Cherry Lane Primary. A Charge of £5.00 will be made.

**Remissions:** The school does not expect pupils who do not pay for a trip to be subsidised by other pupils. The school considers the use of pupil premium funding to subsidise a trip for a pupil who is entitled for Free School Meals. Cases are looked at on an individual basis where part or full subsidy may be made.