

# Mundella Primary School

## Charging Policy

Date Created/Updated: October 2022  
Responsibility: Finance Governors  
Date to be Reviewed: October 2023



Charging for educational activities in school is covered by the Education Act 1996.

The basic principal is that education for registered pupils should be free of charge if it:

1. takes place in school hours (i.e. the hours when the school is in session not counting the midday break) **or**
2. is outside the school hours but is required as part of the National Curriculum or part of the statutory religious education.

The exception is a charge that can be made for individual tuition in a musical instrument even if within school hours, except where it is part of the syllabus.

School hours are those when the school is in session and are, at present, as follows:

**FS:** 8.40am – 3.150pm (Lunch 11.50am to 12.50pm)  
**KS1:** 8.40am - 3.15pm (Lunch 11.50am to 12.50pm)  
**KS2:** 8.40am – 3.20m (Lunch 12.15pm to 1.15pm)

### **VOLUNTARY CONTRIBUTIONS**

Voluntary contributions can be requested for any of the school's activities. There is no obligation to pay and no pupil will be excluded from the activity on the grounds that no contribution has been made.

### **EDUCATIONAL VISITS**

After approval has been granted for a visit and costing has been calculated, a letter or one similar (**Appendix 1**), will be sent to all parents/guardians:

When voluntary contributions have been collected a decision will be made as to whether enough contributions have been received to enable the visit to take place. This decision would be taken with reference to the school's financial position. If the visit had to be cancelled the contributions would be refunded

### **MATERIALS**

A contribution will be asked for in respect of ingredients used in Food Technology. Parents/carers will be asked to make a small contribution towards the cost of materials for the annual carnival / parade.

## **RESIDENTIAL VISITS**

As these take place mainly outside school hours, we can make a charge which is not voluntary. However, we would try to ensure no child is excluded because they are unable to afford the whole amount. Parents in receipt income based free school meals may be entitled to have some of the cost paid by school. This information is given to parents. Information regarding the costing is sent to parents in good time before the visit to allow time to save for the visit. Payments by instalments are also encouraged.

## **BREAKAGES**

The governors reserve the right to ask parents to pay for any damage to the school property or equipment where this is the result of pupils' behaviour.

## **INSTRUMENTAL MUSIC TUITION**

Parents will have to pay for any music tuition booked by parents directly with outside providers even if it takes place either during the school day or outside the school day on school premises. The payment is made directly to the external provider.

## **BEFORE/AFTER SCHOOL CLUB**

Attendance at the Before and After School Club run by Kids Kabin is chargeable and payable directly to Kids Kabin who are an outside provider. The charge from the school to Kids Kabin for the use of school facilities is in arrangement with Kids Kabin and is stated in the lettings policy. Parents of Pupil Premium children can discuss with the school how they can be financially supported to enable their child to attend these clubs.

## **EXTRA-CURRICULAR ACTIVITIES:**

After school clubs run by school are free (although clubs using consumables may incur a small charge to replenish stocks). After School Clubs run by outside providers will carry a charge which is set by and payable to the outside provider. Parents book a place for their child at the clubs directly with the outside provider. Information on the clubs and how to book and pay for them will be put on the school website and emailed out to parents each half term.

## **LEAFLET DISTRIBUTION**

Consideration will be given to companies who ask school to distribute leaflets via our children. The company or the venue where this is held must be known to be credible. This decision will be made by a member of SLT. Where the purpose is for the benefit of our children and the company does not profit from the activity promoted these will be handed out free of charge. Where the company will make a profit from the activity they will be asked to make a £10 donation.

Leaflets will not be given out for fun fairs or circuses; neither will they be given out for tutoring unless the methods and philosophy have been scrutinised and meet our own.

## **APPENDIX 1**

MUNDELLA PRIMARY SCHOOL  
MUNDELLA PLACE, SHEFFIELD S8 8SJ

Dear Parent/Guardian,

Proposed visit to (Place)

It is proposed to take your child's class on a visit to (Place).

The visit has been planned around a project in connection with (Explanation of project etc.)

The visit will take place on (date) and your child will be given the opportunity to participate.

In order for the trip to go ahead it is necessary to ask for voluntary contributions of £(amount) per child to cover the cost of ( ).

As Mundella is a cashless school, payment is to be made via ParentPay either online or at a PayPoint retail outlet, the nearest being the Mini Mart or Co-op on Derbyshire Lane. Parents wishing to pay cash should request the option of paying via PayPoint on the attached reply slip. School will issue you with a unique barcode which can then be taken along with your payment to the nearest PayPoint retail outlet. Please do not use any previous barcodes you may have as each trip has a unique barcode number.

If you are in receipt of income based free school meals your child can have the cost of the visit paid for them (please contact the school). If you are not able to make a voluntary contribution for this trip, please put this in writing.

Yours sincerely,

W Smith  
Headteacher