



# Silver Tree Primary School and Nursery



## Charging Policy

<b>Date of Policy</b>	<b>October 2019</b>
<b>Review Date</b>	<b>October 2021</b> <i>or as required by law/DfE</i>
<b>Chair of Governor's signature</b>	A signed copy is available from the school office
<b>Head Teacher's signature</b>	A signed copy is available from the school office



## **Introduction**

The Governing Body of Silver Tree Primary School and Nursery recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **Charges**

Wherever possible school will contribute towards the cost of a visit in order to reduce the parental contribution. This will be funded from the private school fund, or school budget where it is curriculum linked.

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

- **School Journeys in School Hours**  
The cost of coach hire and charges made for any activity. The board and lodging element of approved residential activities deemed to take place in school hours.
- **Activities outside School Hours**  
The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.
- **Individual Instrumental Tuition**  
The cost to the pupil for providing any instrumental tuition not part of normal LA peripatetic provision.
- **Charging in Kind**  
The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: Topic, Science, Art/Craft.  
The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

## **General**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

## **Remissions**

The Governing Body may wish to remit in full or in part the cost of activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.



## **Cutting the Cost of the School Day**

At Silver Tree Primary School and Nursery we are acutely aware that an increasing number of families are struggling financially. With the overall cost of living; rising household budgets are hard for everyone and we know there is little money to spare.

School costs can put pressure on low-income families and put children at risk of missing out on opportunities and feeling different, excluded and unhappy. Cutting the cost of the school day involves children and young people, parents/carers and school staff in identifying financial barriers and taking action to remove them.

- Cost of the School Day involves children, parents and school staff in identifying cost barriers and in taking action to remove them. At Silver Tree Primary School and Nursery we aim to:
- Providing financial support like free meals
- Ensuring that anything with a cost is as affordable as possible (e.g. uniform, trips)
- Supporting children and parents to afford it (e.g. flexible instalments for trips, signposting to cheapest uniform supplier)
- Covering costs, subsidising and providing sibling discounts where possible
- Fundraising which doesn't always ask families to contribute
- Letting parents know what help is available and what support there is to access it
- Looking at the school year with affordability in mind – spacing events and activities out so that lots of costs don't come all at once.
- Ensuring equal access to opportunities, regardless of income
- Understanding the resources pupils have at home, modifying expectations and tasks and providing support to access resources, especially ICT
- Ensuring consistency of rules, expectations and practice around resources between staff
- Lending resources like stationery, uniform and equipment for clubs without comment or trouble and having them there for everyone so that nobody stands out
- Putting systems in place to ensure that children and young people don't have to feel embarrassed asking for help or subsidies
- Making sure that reward and merit systems are not affected by issues which could be related to finances at home
- Having clear anti bullying policies and practices which are alert to income based bullying and stigma.
- Educating staff and children to understand poverty and know that they can't be sure about everybody's situation;
- Ensure staff listen, not shout in public and ensure that there are confidential ways to disclose financial problems