

# CHARGING POLICY

## Our Lady of the Visitation Catholic Primary School



<b>Approved by:</b>	Governing Body	<b>Date:</b> April 2016
<b>Last reviewed on:</b>	Spring 2025	
<b>Next review due by:</b>	Spring 2026	

Our Lady of the Visitation Catholic Primary School  
**CHARGING POLICY**

It is the policy of the School to provide each child with the materials and equipment considered necessary for his or her education free of charge wherever possible. However, the Governors accept that certain activities that broaden and enrich the curriculum cannot be provided unless parents are asked to make a voluntary contribution to the cost.

**1. School Admissions:** Governors operate pupil admission criteria that do not take account of parental willingness or ability to contribute to funds.

**2. Educational Trips / Day Visits:** The School is pleased to organise trips to theatres, museums etc which are directly linked to the curriculum. Each trip is carefully costed and parents of pupils for whom the trip is intended are asked to contribute towards the cost of the trip. The School does not seek to make a profit out of such activities. If insufficient funds are contributed the trip may have to be cancelled.

**3. Educational Trips / Residential:** The year 6 residential trip to Osmington Bay in Dorset is self financing. Each trip is carefully costed and parents of pupils for whom the trip is intended are asked to contribute towards the cost of the trip. The School does not seek to make a profit out of such activities. If sufficient parents agree to pay then the residential trip will go ahead.

**4. Visits to the School from outside organisations:** Voluntary contributions are requested from each parent to cover the cost of visits such as theatre and drama groups. If this would cause financial difficulty, please discuss the matter with the Headteacher.

**5. Music and Instruments:** Where the school arranges individual / small group lessons in school through music tutors, parents are expected to meet all charges for lessons and examinations. Charges made are in line with the recommendations made by Ealing Music Services and are payable on a termly basis to the School.

**6. Practical curriculum activities including art and cookery:** A small contribution is normally required for these activities. Occasionally children may be requested to bring in ingredients or materials, or to make a small contribution to items (e.g. pottery) they wish to take home.

**7. Extra Curricular Activities:** Where activities are provided by outside organisations such as an outside sports club, a charge will normally be made by the organisation concerned and attendance will be conditional upon payment of the fee.

**8. Swimming: Swimming lessons** are financed by the school i.e. there is no charge to parents.

**9. Breakages / Damages / Lost Items:** The Governors reserve the right to ask parents to make a contribution towards the cost of repair or replacement of items damaged or broken through their child's carelessness. The Governors also reserve the right to ask parents to make a contribution towards the cost of replacement of any school resources, including books, which are either lost or badly damaged when taken home.

**10. Breakfast Club:** A breakfast club is available from 7.45 am each school day. This is self-financing and fees are payable by parents to the school.

**11. After School Provision:** An after school provision is provided daily from 3.30pm to 5.45pm. This is self-financing and fees are payable by parents to the school.

**12. School Documents** - Copies of School Policies and other documents are available for parents to consult at the school. Should parents wish to have their own copy of any documents, a charge to cover the administration costs of producing these documents will be made.

**13. Remissions Policy** - With regard to items 2. and 3. (Residential/Educational Trips) 5 (Music lessons) ,7 (Extra Curricular Activities) 10 (Breakfast Club) and 11 (After School Provision), the school is able to offer financial assistance to any family whose child has appeared on the Free School Meals register (pupil premium) that is received from the London Borough of Ealing. NB it is up to parents to complete and forward an application for Free School Meals - parents should contact the school office if help is required with the completion of the form.  
Proposed for PP children is a 30% subsidy in cost of items 2. and 3. (Residential/Educational Trips) 5 (Music lessons),7 (Extra Curricular Activities) and a 50% subsidy in cost of item 10 (Breakfast Club) 11 (After School Provision)