

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, EXMOUTH

CHARGING POLICY

**MARCH 2025
NEXT REVIEW MARCH 2028**



Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and those items where there may be a charge.

The policy has been informed by LA policy and DfES guidance and complements the school's Finance Policy, and also the whole school Lettings Policy.

Definition

The school day is defined as 08:55 to 15:30 hours. The midday break does not form part of the school day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. Governors will review the policy annually.

ParentPay

We are a cash free school. We ask all parents to only use our e-payment method - ParentPay - to pay for school dinners, wraparound care, trips, donations and other items for which a payment is required. We aim to provide parents a login for parents within 7 days of a child's enrolment with the school.

Charging for trips and excursions that take place within the School Day

All activities that take place during, or mostly during, the school day and that are a necessary part of both the Religious and National Curriculum, will be provided free of charge. This includes any materials and equipment.

Voluntary contributions will be sought for activities that take place during, or mostly during the school day, either on-site or off-site, which entail additional costs such as entrance or travel costs, or the cost of specialised instructors, artists or materials. For children for whom we receive a Pupil Premium (currently eligible for free school meals), a discount of 50% will be offered.

Pupils will not be prevented from participating because their parents or carers do not make a contribution. If however it has not been possible to raise sufficient funds for the trip or activity, it may be necessary to cancel the planned trip or activity. In this event, all received payments will be returned to the parents and carers who had made them.

Music Instruction

Additional charges will be made by peripatetic music teachers for specific instrument instruction for an individual or small group of pupils, where the music instruction is not part of the National Curriculum. The school is not responsible for collecting these payments.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example,

theatre visits, outdoor pursuits and residential trips. Where charges are to be made, we will tell parents and carers well in advance and an option to pay in instalments will be offered for any trip costing over £30.00. For children for whom we receive a Pupil Premium (currently eligible for Free School Meals), a discount of 50% will be offered.

Deposits

To book a child onto a residential trip, a non-refundable deposit will usually be required to secure the place. In addition to this, where the school has made payment either in full or part for pupils, prior to a trip, we will not be able to bear the cost of refunding any payments (or part payments) made to parents or carers who cancel their child's place, unless the place has been able to be filled by another pupil. Parents and carers are advised to take out their own cancellation insurance if desired.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, including the entrance fees, travel and accommodation costs for the staff and volunteers that are required to attend the trip (in line with the appropriate adult/child ratios as detailed in the risk assessment). This cost will then be divided by the total number of pupils that have been invited to participate. Parents and carers are not expected to subsidise pupils whose parents do not offer payment. If external funding has been received to support a particular activity, we will subsidise the charge to the extent permitted by the funding. Top up payments for Pupil Premium pupils will be made from the school's Pupil Premium allocation.

The principles of best value will always be applied when planning activities that incur cost to the school and charges to parents.

Non-funded/Additional Nursery Hours

Nursery hours will be invoiced termly following receipt of booking forms and are payable within 30 days of issue. Invoices are based on booked hours and not actual attendance. Failure to pay may result in additional hours being withdrawn. Notice of changes to required nursery hours: Changes to nursery hours require 4 weeks' notice.

If your child misses a day that they are booked in for: Sadly, we can not refund you for missed sessions booked in with the nursery. This is because we have allocated a space for your child which another child would not be able to fill.

Breakfast and After School Club fees

All bookings must be made via ParentPay in advance and payment must be made at the time of booking. If an emergency booking is made (i.e. on the day the club is required or following the ParentPay booking cut off) then payment must be made preferably within an hour of booking with the office but in any case before the child attends the club for which an emergency booking has been made.

Refunds will only be made for non-attendance where a child is ill.