



# CHARGING POLICY

Alderman Cogan's is a Voluntary Aided, Church of England Primary School offering a comprehensive Christian primary education to families in East Hull.

The School is a caring community built on Christian values and beliefs, which permeate all aspects of School life. The curriculum, including the National Curriculum, is presented within a Christian world view. Such a world view gives perspective and meaning to all learning at Alderman Cogan's.

We seek to foster the God given talents and gifts amongst children, staff and governors for the service of each other, the school, the wider community and the Glory of God. Our aim is that all children reach their full potential, not just academically, but also spiritually, physically, socially, and aesthetically.

This is the context in which this policy is written.

This policy was written in January 2011 and reviewed annually. It will be reviewed again in the Summer Term 2017.

# Alderman Cogan's CE Primary School Charging Policy

## Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the few exceptions detailed before.

## Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. Every effort will be made to give parents as much notice as possible of a planned visit. The opportunity to pay in installments will be offered to parents who wish to pay in this way. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events.

## Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are

experiencing financial difficulty they are invited to write in confidence to the headteacher

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. If parents are experiencing financial difficulty, they are invited to write in confidence to the headteacher. We give parents information about additional music tuition at the start of each academic year.

### **Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

### **Extra-curricular Clubs**

Extra-curricular clubs such as choir or football are held without charge, although some clubs, organised by external organisations may incur a charge.

### **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

### **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Special Needs**

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all

reasonable steps to avoid putting children with special needs at a substantial disadvantage.

### **Community Lettings/Private Lettings**

All community and private lettings are charged at an hourly rate. There is one rate for weekdays and Saturdays and a higher rate for Sundays. If more than one team from the same community organisation (non-profit making) is using the site at the same time they will be charged once to the organisation.

### **Nursery Fees**


Any fees for additional nursery sessions will be agreed by contract with the parent before the sessions commence. Parents will be notified in writing of the expectation that all sessions will be paid for in advance of them being taken and sessions not taken will not be refunded due to the need to maintain staffing levels.

### **Photocopying**

Following the introduction of the Freedom of Information Act any member of the public may request documents from the school. The charge at the time of the request will be determined by the school's financial administrator based on the price per copy for photocopying plus the price per sheet of paper.

### **Review**

There will be regular reviews of this policy by the full governing body.



Jeanette Sutherland  
Headteacher

## ALDERMAN COGAN'S CE PRIMARY SCHOOL CHARGING AND REMISSIONS

No	Activity	Alderman Cogan's Charging Policy	LA Remission Arrangements	Funded by	LA Assistance
1	<b>School Visits Non-residential</b>				
	a) In school hours	No charge to be made but voluntary contributions requested	N/A	School	
	b) Out of school hours (required re public exams, NC or RE)	No charge to be made but voluntary contributions to be requested	N/A	School	
	c) Out of school hours (not required re exams, NC or RE)	All aspects may be charged for	None	Parents or school	None. Remission by school
2	<b>School Visits Residential</b>				
	a) In school hours	I. Charge to be made for transport and materials II. Charge for board and lodgings	I. N/A II. Must be remitted in whole for families in receipt of Income Support or Family Credit	I. Voluntary contributions by parents II. Parents or school where parents are in receipt of Family Credit or Income Support	None. Remission by school
	b) Out of school hours (required by exam, NC or RE)	I. No charge for materials II. Charge for board, lodgings and transport	I. N/A II. Must be remitted in whole for families in receipt of Income Support or Family Credit	I. Parents II. Parents or school	
	c) Out of school time (not required for exam NC or RE)	I. Charge to be made for incidentals, including transport II. Charge for board and lodgings	I. None II. None	I. Parents II. Parents	Remission by school

No	Activity	Alderman Cogan's Charging Policy	LA Remission Arrangements	Funded by	LA Assistance
3	<b>Materials</b>	Charge where parent wishes to own finished product	None	Parent or school where parent does not want to own finished product	
4	<b>Transport in School Hours</b> (where education is provided elsewhere)	No charge to be made	N/A	LA (where education is provided by LA elsewhere than school)	Transport to PRU's, swimming
5	<b>Special Events in School Hours</b>	No charge	N/A	School	
6	<b>Group Instrumental Tuition in School</b>	Charge – parents on benefits can submit letter to the Head		Parent	Remission by school
7	<b>Cost of Entering Pupil for Public Examination Not Prescribed in Regulations and for Preparing Pupil Outside School Hours</b>	Charge	None	Parent	
8	<b>Re-sits of Prescribed Exams Where No Further Preparation Provided by School</b>	Charge	None	Parent	
9	<b>Community Lettings</b>	Charge	None	The hirer	
10	<b>Private Lettings</b>	Charge	None	The hirer	
11	<b>Nursery</b> additional sessions	Charge	None	Parent	
12	<b>Photocopying</b>	Charge (determined by financial administrator based on price per photocopy + price per sheet of paper)	None	The person requesting the copies	