



# Forest Hall Primary School

## CHARGING POLICY

### Rationale

This school is committed to providing a broad and balanced curriculum for all pupils; enriched and enhanced by a wide range of additional experiences in the form of optional visits and clubs which may be both during the school day and outside of it. It is sometimes necessary to make a charge to parents for their child to participate in activities offered. School aims to keep charges to a minimum for school organised events.

Forest Hall Primary School is committed to inclusion and the provision of the National Curriculum for all pupils including those with Special Educational Needs and Disabilities.

### Aims of the School

- To offer learning from first hand experiences.
- To provide opportunities for children to sample a range of activities / experiences to awaken or develop talents and interests.
- To broaden exposure to and experience of sporting and cultural events.
- To keep charges as low as financially viable for childcare, clubs and visits.

### Objectives

- To offer experiences which may be accessed by most pupils including those with SEND.
- All experiences and activities are optional and parents can inform the school in writing that they do not wish their child to take part.
- Where a charge is made, this is to offset costs in order to make such activities possible.
- To request a voluntary contribution towards some of the costs of certain activities in order that they may take place.
- To charge for out of hours activities offered by visiting coaches.
- To charge for childcare out of hours.
- To charge for residential visits.
- To offer a payment scheme to parents to spread the costs of visits costing more than £10.

### Areas of Responsibility

#### a) Role of the Governors:

To ensure that:

- The charging policy is applied consistently and reviewed every two years.
- That parents/carers receive value for money in chargeable activities.
- That discretion is exercised in cases of genuine hardship in line with the school's stance on inclusion.

#### b) Role of the Headteacher:

- To calculate the voluntary contribution to be requested in proportion to the cost per head of the trip.
- To decide if visits relying on voluntary contributions will go ahead.
- To exercise discretion on behalf of the Governing Body over chargeable activities.

## VOLUNTARY CONTRIBUTIONS

Voluntary contributions are requested in certain circumstances in order for events to take place. If sufficient parents do not make the requested contribution the projected event may be cancelled. If a parent wishes their child to take part in the event which is *educational* (eg a visit linked to an area of study) but is unwilling or unable to make a voluntary contribution, the child will be permitted to participate as under the Education Act 1988 all children have the right to free education. The cost will be met by the school. If the event is an *enrichment experience* eg a theatre trip, the parent will be asked to make an affordable contribution which will be privately negotiated between the parent and headteacher.

The school in requesting a voluntary contribution provides the parents with a breakdown of costs per child including admission and transport and the amount to be funded by school. Parents are not expected to make a voluntary contribution for the full amount of an event; school always pays a proportion of the cost usually from monies raised by the Friends of Forest Hall (PTA).

When events are held in school during the school day whether they are educational or enrichment focused, school meets the cost but may ask for a voluntary contribution.

The following is a list (not exhaustive) of possible events for which a voluntary contribution may be requested:

- Visits to museums, exhibitions or centres
- Visits to the theatre / to see shows
- Transport costs for swimming lessons

### Charitable contributions

The school supports several charities by fundraising over the year. A suggested donation is included in the details sent home to parents. Activities include non-uniform days, juice and biscuit morning and sponsored events. These are all optional.

## CHARGED ACTIVITIES/EVENTS

*In the case of family hardship affecting whether or not a pupil can participate in a chargeable activity, parents may apply in confidence to the headteacher for the remission of part of the charges.*

### a) School Meals

Food at lunchtime is provided for children from reception to Y6 by Hutchison Catering. All parents are asked to set up an account with **[appetite.hutchisoncatering.co.uk](http://appetite.hutchisoncatering.co.uk)**. They can then pre-order their child's meals. If a meal is not pre-ordered then the child will be offered a sandwich.

Children in reception, year 1 and year 2 classes are entitled to receive a school lunch free of charge every day under the Universal Infant Free School Meal scheme. Parents must register for the meals at **[my.northtyneside.gov.uk/freeschoolmeals](http://my.northtyneside.gov.uk/freeschoolmeals)** or ring **Student Support on 0191 643 2288**. Information about this is shared at the Reception Welcome Meeting every summer term.

Parents in receipt of income-based benefits are asked to apply for free school meals for their children as this triggers Pupil Premium funding for school.

Parents of children in Key Stage 2 (years 3 to 6) who are not eligible for benefits related free school meals have to pay online for meals provided in school. The cost of a lunch is currently £2.90 but this is reviewed every April. Parents are asked to set up an account with **[appetite.hutchisoncatering.co.uk](http://appetite.hutchisoncatering.co.uk)** to pay in advance for meals. Parents receive reminder letters

when their account is in debit. When 5 meals have been taken (£14.50) and not paid for, a reminder is sent out which asks parents to send in packed lunches until the outstanding amount is cleared.

#### **b) School Milk**

At this school, children in the nursery, reception and KS1 classes can have a carton of semi-skimmed milk during the morning session. The milk is provided free of charge to all children until the term after their fifth birthday and to those children whose parents are in receipt of income related benefits. Parents can register with Coolmilk.com who will contact them after their child's fifth birthday if they wish to continue to receive milk at a cost of approximately £20 per term.

#### **c) Childcare**

- School can offer 8 x 30 hour places in nursery. If all places are not taken up parents/carers may pay for wrap around, charged at £15 per session. Please check with the school office for availability. This must be paid weekly.
- Breakfast club for children attending nursery to Y6 is available each morning.

7.30 am -8.45am	£6.50
8am – 8.45am	£5.50
- After School Club for children attending nursery to Y6 is available each afternoon.

3.10-4.30pm	£6.50
3.10-5.30pm	£12

Sessions booked in but not attended are to be paid for. School requires 1 months notice in advance of withdrawal from the club. Payment is preferred weekly but will also accept monthly payment.

Should a parent/carer fall into arrears, the child will not be able to attend until this is cleared.

#### **d) Music Tuition individual or small group**

There is a charge for music tuition outside class lessons as part of the National Curriculum. These lessons are taught by peripatetic music teachers who set the charges.

Recorder groups taught at lunchtimes by Mrs Gardiner @ £28.50 per half term (approx. 6 lessons) including music and recorder.

#### **e) Y5 and 6 residential visit to Robinwood**

This annual residential visit lasts for 3 days and 2 nights. The charge at Robinwood includes board, lodging, use of equipment, waterproofs and wellingtons. Transport costs to and from the centre are shown separately and included in the overall cost. School puts the payment through a budget plan cost centre in order to deduct VAT from the price charged to parents.

*School does not make any financial gain from this visit.*

#### **f) Activities outside school hours**

Parents/carers receive a flyer outlining the after school clubs and costs for the half term on Schoolcomms. Parents/carers are now asked to pay up front for the half term as school has had to cover non-payment to outside providers.

The charge levied is collected by school and paid to the provider.

- The full cost for the course as set by the provider is charged in advance for eg football and multiskills clubs.
- School run clubs make a small charge which is used for materials and / or refreshments.

**g) Damage to property**

The school will cover accidental breakages of school property. Deliberate or wilful acts which result in breakage or damage to school property will be charged for at a rate appropriate to replacement costs.

**h) Replacement reading or library books**

If a reading scheme book or library book taken home is lost or damaged a replacement charge is levied. If a 'lost' book is found at home and returned to school the charge is refunded. If a parent is unwilling to pay for a replacement book then a book will no longer be sent home. (Subject to the headteacher's discretion.)

The Governing Body reserves the right to amend the categories of activity for which a charge may be made.

CM Parker  
Headteacher

September 2024  
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