

Charging Policy

Forest Skies Federation



Approved by:

Governing Body
Miss J Bingwa

Date: 12.05.2025

Last reviewed on:

13.05.2024

Next review due by:

12.05.2026

Introduction

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

Voluntary contributions for activities as part of the Curriculum

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity. 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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given. If appropriate and funds allow, the school may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded and the school will provide this information on request.

Examples of activities for which a voluntary contribution may be requested, however the list is not exhaustive:

- Theatre trips
- School visits
- Museum visits
- Sporting activities which require transport expenses
- Outdoor adventurous activities
- Residential visits
- Musical events
- 'experts' in school e.g. sporting, arts, etc.

Optional Extra Activities (*Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education*)

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance. The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses
- after school clubs and activities which will include refreshments of a snack and a drink
- outdoor adventure activities
- visits to the theatre/ musical events
- school trips

After School Activities

Charges may be levied for additional activities provided mainly outside school hours. The charging for these optional activities will be dependent upon the costs incurred and will be at the discretion of the Governing Body, through the Headteacher. The charge to any one pupil will not exceed the actual total cost of the activity, divided by the number of pupils taking part.

Hot school meals

The school offers hot school meals to pupils. Where a pupil is not eligible for a Free School Meal or a Universal Infant Free School Meal these are charged for at a cost of £2.52 which includes the meal itself and the transporting of the meals to school. Parents can pay for individual meals

or a whole week via Good Lookin Cookin (provider). Members of staff may also order and pay for meals through Good Lookin Cookin.

Music tuition

All children study music as part of the National Curriculum. We do not charge for this.

There is a charge for instrumental tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The Local Authority or individual teacher makes a charge for these lessons.

Photocopying

Any staff wanting to use the photocopier for their own purpose will be charged to cover any costs to school. The charge for photocopying will be 5p for b/w and 12p for colour per copy to cover the photocopy charge and the associated costs for electricity and paper.

Missed Appointments

If we discuss with you at a RTW meeting or during a wellbeing conversation an occupational health referral is recommended or required, then following this conversation a meeting is often arranged with Occupation Health. You will receive confirmation of this via an email with a set date and time that the meeting will be. These meetings are via the telephone and can be from an unknown number. If you do not take this call or miss it, there is a cost of **over £100** to the school.

As this is a considerable cost, a missed appointment charge will be charged to the individual. Therefore, please ensure that this is indicated on your calendar or on your phone as a reminder.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair as decided by the Headteacher.

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as broken windows, defaced, damaged or lost text books, replacement reading or homework diaries, IT equipment or any item damaged as a result of unsatisfactory pupil behaviour. Each incident will be dealt with on its own merit.

Activities not run by the School or Lincolnshire County Council

When an organisation acting independently of the school or Lincolnshire County Council arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget. A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

Charging in Kind

The cost of ingredients, materials, equipment etc. needed for practical subjects such as cooking or DT is budgeted for and purchased 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.

Charges for the Academic Year 2025-2026 5 Additional In-School Charges

Income from Sales

Some goods will be sold through the school with the intention of making a small profit and this often takes the form of commission. Goods include: Book Fair sales and school photographs.

Income from Donations

Occasionally, the school will seek voluntary donations from events such as non-uniform days, sponsorships etc. The purpose for which the donation will be used is explained clearly to parents and visitors.

Income from Lettings

The Governing Body review annually and set charges for the use of school premises. The school does not charge WISH for the use of the school for fund raising activities.

Remissions

In order to remove financial barriers from disadvantaged pupils, those parents in receipt of certain benefits may be offered assistance in paying for trips/activities. Alternatively, a longer period of instalments will be made available to enable their child to access the activity.

Refund Policy

Parents are informed when given information about the trip that there is not an automatic refund if their child misses a school trip due to illness or unforeseen circumstances. Refunds will not be given in cases where the school has already incurred a direct and non-recoverable cost in including the child on the trip (for example, purchase of a ticket, which cannot be returned).

The refund policy does not apply to charges made for out of hours activities, which are nonrefundable except in the event of cancellation by the school. Where a child drops out of a school led club or extra-curricular activity which has been paid for in advance, a refund may be considered for the unattended sessions but any such refund will be entirely discretionary.

Review

This policy will be reviewed by the governing body every year, or earlier if considered necessary.

Policy considered and accepted at the Finance Committee Meeting 12th May 2025.

Signature Chair of Finance Committee.....

Date

Signature Chair of Governors

Date