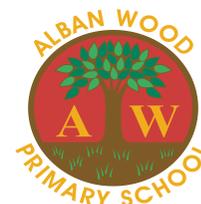


- Free School Meals (FSM). The office staff are always happy to help parents fill in paperwork if they think they may be entitled to FSM. If/when FSM is granted, these pupils will receive a free school lunch each day, as well as free milk up to the end of Y2 (instead of the age of 5 which is provided for all pupils). In addition, pupils on FSM are able to apply for remission in respect of individual music tuition.
- Sibling discounts are provided for children attending After School Club (see ASC brochure for more information).
- As much advance warning as possible is always given for charges/contributions which are of a higher cost. For example, for School Journey the school operates a monthly payment scheme so that parents can save and pay over time in instalments.



Alban Wood Primary School – Charging Policy

Day to Day Procedures

- All payments must be made in advance at Alban Wood: this includes school dinners, clubs, music tuition fees and After School Club.
- Payments can be taken as cash, cheques or through Wise Pay, an online payment system.
- Refunds will be made available if a child has not taken part in an activity due to illness: for example, payments already made for school dinners or an extra-curricular activity. Unfortunately, however, it is not possible to give refunds for milk because this has to be pre-ordered and paid for regardless.

Monitoring and evaluation

The FPP committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied. The governing body will also seek to evaluate the impact of the school's extended activities on the whole community within the school, ensuring that those children most in need of additional support are receiving a fair and appropriate offer.

Policy revised: October 2015

Rationale

Alban Wood Primary School is committed to offering the best possible opportunities for all pupils in all aspects of school life. Financial decisions are consistently based on 'best value' and maximum impact towards the vision and values of the school for the benefit of its pupils. The purpose of this policy is to clarify the decisions made by the governing body and the headteacher in order to achieve this aspiration.

Aims

Through this policy we aim to :

- Create a transparent and clear framework within which decisions about charging can be made
- Explain the rationale behind our decisions for non-charging/charging in a range of areas of school life
- Provide specific examples of activities/resources that fit within the three approaches to charging at Alban Wood.

Please note: This policy should be read in conjunction with the LA charging policy (as stated in the Handbook of Financial Regulations, Part 3, Section 22, Appendix A).

No charges

The headteacher, staff and governors are committed to ensuring that no charges are made for the following at Alban Wood:

- Education provided during school hours (including the supply of any materials, books, equipment or resources)
- Education provided outside school hours if it is part of a child's academic development: for example, additional Y6 booster clubs in preparation for SATs
- Additional support that may be needed for a child: for example, SEN needs, emotional/social/behavioural support etc.
- Targetted opportunities for pupils who are A and T in a particular subject area: this currently includes one Sports Team per term, for example.
- Clubs/activities that take place during the school day: for example, Choir, School Council etc.
- Fruit which is provided for all children in Nursery, Reception and KS1
- Milk which is provided free for all children younger than 5
- School dinners for children in Reception, Year 1 and Year 2 (Universal Free School Meals)

Charges

However, there are a number of aspects of school life that Alban Wood is simply unable to fund. The governing body authorises charges to be made in all of the following:

- School dinners (if parents choose this option for their child rather than a packed lunch)
- School uniform
- School Journey residential trip (once in child's time at Alban Wood)
- Individual music lessons (if parents opt for their child to take part in this; this does not affect the right for all children to take part in a free music curriculum)
- Extended Schools Activities: Breakfast Club, After School Club, Outside Agency Sports Clubs etc.
- Milk for children who are older than 5 (up to Y2), if parents wish their child to have this at school
- The governing body may also charge for the cost of repair and/or replacement of items wilfully damaged, or loaned and subsequently damaged or lost: for example, reading books from the library

In all of the above, the school is committed to providing the best value possible, and continually seeking ways of keeping charges to parents as low as possible.

Contributions

The governing body recognises the valuable contribution that additional activities can make towards children's personal, social and academic education. The governing body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional activities. However, many of these enriching experiences are expensive and the school relies on contributions made by parents for these activities to take place. Legislation does not prevent the school from asking parents for a contribution towards the cost of a given activity or visit, as long as the contribution is voluntary.

Parents are asked therefore to contribute in the following ways:

- Educational visits to museums, theatres and other sites of interest which support the children's learning (the school will always endeavour to subsidise these trips, particularly in relation to the cost of transport)
- Visits by authors, poets, environmentalists, puppeteers, theatre groups and other experts who come into school to extend the children's knowledge and experience
- Swimming, which the school is unable to fund entirely (the cost parents are asked to contribute, however, is significantly less than they would be expected to pay outside of school)
- Contributions towards additional activities: for example, cooking, sewing, other consumables (these contributions will always be minimal)
- Charity contributions: for example, Children In Need, Harvest, Red Nose Day etc.

These additional activities can only operate if parents provide the contribution suggested by the school. If only some parents were to do this and it was considered that insufficient funds were available to make the proposed activity viable, then in the interest of fairness amongst all the children the activity may have to be cancelled.

Support

The school will always aim to provide assistance for children from families in financial need and parents are advised to contact the Headteacher in confidence. The following is a summary of ways that financial support is provided for families unable to pay the charges as stated in this policy.