

POUND HILL INFANT SCHOOL
Learn, laugh and grow together



Charging Policy

Introduction

All education during school hours is free to parents and as such we do not charge for any activity undertaken as part of the National Curriculum. However there are occasions when it is necessary to ask for voluntary contributions to fund additional activities. The governors appreciate the support from parents, friends, businesses and other organisations who have given generously to the school. This has enabled us to enrich the learning opportunities and improve the school environment for our pupils.

Voluntary contributions

The Head Teacher may ask parents for a voluntary contribution towards the cost of any activity which takes place during school hours, school equipment and school funds generally. Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it will be cancelled. Parents will be notified in advance of proposed voluntary contributions for activities both in and out of school. All communications about voluntary contributions will remain confidential.

Day Trips

The school will ask for a voluntary contribution for all day trips. Where there are not enough voluntary contributions to make the visit possible, and there is no way to make up the shortfall, then it will be cancelled. The Head Teacher can exercise discretion in accordance with individual circumstances in remitting some or all charges, where this is possible. No child will be excluded from any activity due to an inability to pay.

Instrumental Music Lessons

All children study music as part of the normal school curriculum and we do not charge for this. A charge will be made however for the cost associated with instrumental music tuition as set by WSCC. Parents in receipt of state benefits may be exempt from paying for these lessons. Please refer to the Music Support website for more information and how to apply - www.westsussexmusic.co.uk

After School Clubs

The school offers a range of clubs after school when parents are asked to donate towards the sessions. Qualified coaches, who are not members of the school staff, run and organise these sessions. Support from the school is available to families who receive state benefits and individual requests for support should be made to the School Business Manager.

All adults who work with the children in school are checked through the Disclosure & Barring Service procedure.

Ingredients and Materials

The school may charge for ingredients or materials (either in kind or by payment) in cases where parents or pupils have indicated that they wish to own the finished product.

School Equipment

If a member of staff wants to borrow school equipment they must do so with the full agreement of the School Business Manager. They must sign for the equipment and pay for any damage incurred.

Examples of Other Parental Contributions

- Fundraising items e.g. Christmas cards are paid for by parents if they wish to purchase these items.
- Other items for sale e.g. water bottles, book bags and photographs are paid for by parents as appropriate.
- Parents may be asked to contribute to lost library books, either by replacing the book or reimbursing the school financially.

Effective from: March 2004

Reviewed: February 2009

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