



South Stoke Primary School
The Street
South Stoke
Nr Reading
RG8 0JS
Telephone / Fax: 01491 872948
Email - office.2507@south-stoke.oxon.sch.uk
www.southstokeschool.org

Headteacher - Miss Amanda Rogers

Reviewed - Jan 2020

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 exception of swimming, where a voluntary contribution is requested for the cost of transport. This policy is in line with the Department of Education's Charging for School Activities (May 2018).

Aim

The aim of this policy is to set out what charges will be levied for activities, which remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Publication of information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges:

1. Residential Trips

If the school organises a residential trip 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 the transport, board and lodging. Our Year 5&6 residential trip is heavily subsidised by the South Stoke Parents' Association (PA). If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher.

2. Activities Outside School Hours

No charge is made for activities that are outside of school hours (optional extras) and are part of the curriculum. However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Non teaching staff costs
- Entrance fees
- Insurance costs

Any clubs organised by independent companies will be charged according to their guidance, however the Parents' Association will often contribute to reduce costs to parents.

4. Damage/Loss to property

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.

5. Extra Curricular and School Clubs

Clubs organised by the class teachers are free. However, additional clubs may require financial contributions to cover the costs of a sports coach/specialist teacher (see Section 2 for more details)

6. Lettings

The school does not currently let the premises unless there are exceptional circumstances. However, should there be a request to use the school sports facilities the headteacher, in consultation with the Chair of the Governing Body, may decide it right to make a charge and a deposit £20 will be required when booking and returned after the event should there be no damage incurred. There will be no charge for members of the village.

Please Note: Hiring of the sports facilities may be seasonal and/or weather dependent

Remissions

If the parent/guardian of a pupil is in receipt of free school meals, charges in respect of board and lodging will be supplemented in part by the school using the Pupil Premium Allocation.

To qualify for free school meals the parent/carers must be in receipt of one of the benefits below:

- Income Support
- Income Related Employment and Support Allowance (NOT Contribution Based ESA)
- Income Based Job Seekers Allowance (NOT Contribution Based JSA)
- Child Tax Credit (but NOT getting Working Tax Credit) and combined annual, income as assessed by HMRC, is not above £16,190 (as at 6 April 2011)
- Guarantee Element of Pension Credit
- National Asylum Seekers Support (NASS)

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.

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 may require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.
- Swimming (contribution towards transport is requested)

Safeguarding statement (In line with guidance from the DFE document Keeping Children Safe in Schools 2015)

South Stoke Primary School recognises its responsibility for Safeguarding and Child Protection.

Our Safeguarding policy applies to all staff, governors and volunteers working in school and focuses on 5 main elements:

- Staff recruitment and selection - ensuring that all staff (including volunteers) who have unsupervised access to children, have been appropriately checked for their suitability through the DBS procedure.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse.
- Supporting children who have been abused in accordance with his/her child protection plan.
- Establishing a safe and nurturing environment free from discrimination or bullying where children can learn and develop happily.

We recognise that because of the day-to-day contact with children, school staff are ideally placed to observe the outward signs of abuse and staff in school will therefore:

- Report any inappropriate behaviour / activities to designated staff member.
- Establish and maintain an environment where children feel secure, encouraged to talk and are listened to.
- Ensure that children know that they can approach any of the adults in school if they are worried and they will receive a consistent supportive response.
- Include in the curriculum opportunities for children to develop the skills they need to recognise and stay safe from abuse.

Staff in South Stoke Primary School will follow the Oxfordshire Safeguarding Children Board Procedures in all cases of abuse, or suspected abuse, (these can be found at www.oscb.org.uk).

Information about **e-safety** can be found in our ICT Policy

The school will not sublet the school to extremist organisations or anyone under the age of 18 years old.