

## Charging Policy

Edward Wilson Primary School endorses the principles of the 1988 Education Act in maintaining the right to free education for all (Sections 449-462). The act allows the school to request voluntary contributions to further broaden children's experiences.

Policy agreed by Governors – January 2025

Review date – September 2026

### **WE AIM TO:**

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- Maintain the right to free school education and promote an ethos of inclusion in this regard.
  - Enable all pupils to take full advantage of all the activities provided by Edward Wilson Primary School
  - Ensure that their activities offered wholly or mainly during normal school curriculum time should be available to all pupils regardless of parents / carers ability to meet the cost.
  - Ensure that any costs requested from parents/carers are kept to a minimum and are non-profit making, unless specifically raising funds, in which case where parents/carers must be informed. However, the school must not run at a loss and must cover all costs.
  - Ensure that no child feels discriminated against regarding their parents or carers financial means, by ensuring that any wording around payment or collection of contribution/fees, whether verbally or in writing, (e.g. in class discussion, or in consent forms that children bring home) is put in such a way that the child does not feel any concern around their parent/carer's ability to pay, and that responsibility is kept solely between the parent /carer and the school, and does not involve the child.

### **PRACTICES:**

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## **Voluntary contributions for activities as part of the Curriculum**

When organising trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the activity. All contributions are voluntary.

If a parent/carer 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.

The school may invite voluntary contributions towards the cost of ingredients, materials and equipment.

## **Residential Visits**

Year 5 Residential - Schools are permitted to charge the parent/ carer for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision.

The school will subsidise the cost of each trip by a minimum of 25% for all pupils. In exceptional circumstances, the Headteacher may have the discretion to apply a further discount to the cost to the family.

## **Breakfast Club**

The school offer a breakfast club where children can read and play board games. Children also receive breakfast. The cost for is £2.00 per child per day, however a subsidy exists for families with two or more children, with each additional sibling charged just 50p per day.

## **After School Play Club**

The school offers after-school childcare to either regularly or occasionally. The club runs from the end of school until 5.45pm.and costs £8.00 per child per day.

## **Extra-Curricular Clubs**

The school offers numerous extra-curricular clubs and activities after school during the school term. These run from 3.15pm until 4pm and include arts, crafts, various sports, board games, Lego, film club etc. These clubs cost £20 per term for the first child, and £15 per term for any siblings.

Homework club is offered for targeted children, free of charge.

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Neither do we charge for individual or group music tuition.

## **School Meals**

Parents and carers are responsible for providing a lunch for their children. This may be provided in the form of:

- Parents paying for a school meal (Nursery, and Years 3-6)
- Universal free school meals (for Reception and Years 1-2)
- Successful application for Free School Meals
- Packed lunch from home (all year groups)
- Lunch at home (in special circumstances)

The school meals service at Edward Wilson is currently managed by Chartwells Ltd.

The cost of a school meal is £2.30 per day. Westminster City Council, however, covers the cost in full through the London Mayor's Free School Meal programme during the 2023-2024 academic year. This will be reviewed at the end of the academic year.

In order to manage the service, families are required to commit to one preference, either school meals or packed lunches for each half term. Changes may only be made on the last day of one half-term or the first day of the next, and the office must be informed of this. Changes will be documented and a confirmation receipt will be given to families. A copy of this will be retained by the school.

Families will continue to be liable for the cost of school meals if the office is not informed. Parents will have a confirmation receipt as evidence of their having done so. We may ask you to produce this in cases of dispute.

The charge to parents for the school meals will be equal to the actual cost to the school.

We would expect to receive payment weekly, but payment must be received in full by the end of each half term, or if the debt per family reaches £100.

## **Debt Management**

The school is unable to tolerate debt, as any debts incurred then have to be paid from the school budget, which is given to us by the government to pay for the children's education. There is no funding to subsidise school meals and doing so affects the whole school community. Due to an unacceptable level of arrears in the past, the school now has no option other than to adopt a less flexible approach to dinner money payments.

- The school is not obliged to provide a school meal where payment has not been made or where authorisation for free school meals has not been received. We will act quickly to address such issues at an early stage, in order to prevent arrears of dinner monies from mounting up to a point where families will find it difficult to pay.

- Families will be expected to pay in full by the end of each half-term at the latest, or when the family debt reaches £100.
- If the school meals are not paid for by the end of each half term, or in excess of the maximum allowed, we will no longer be able to provide children with school meals and a packed lunch must be provided until the arrears have been paid.
- If children come to school without a packed lunch, parents will be telephoned to either bring one in or take their child home for lunch.
- In exceptional cases, the school may choose to continue to provide meals where parents have advised us of some particular difficulty, but this will be considered on an individual basis and is not a right.
- The school may be able to provide lunch occasionally to children not routinely taking a school meal, but only where the meal is paid for in advance.
- The school will work closely with parents in working out a form of payment plan to help resolve the situation if requested to do so.

We hope that by implementing this debt management policy we are able to help parents manage school dinner money better, reduce the debt to the school and ensure that the funds granted to pay for the children's learning is used in full for that purpose.

## **Swimming**

The school organise swimming lessons for all children in Year 5. We do not charge for this. These take place during school time. We inform parents/carers when these lessons are to take place, and we ask parents/carers for their written permission for their child to take part in swimming lessons.

## **Breakages and Lost or Damaged books and musical instruments**

Where a child's wilful or negligent actions incur extra cost to the school, by breakage of equipment, damage to premises, loss or damage to text books or library books, the school reserves the right to charge parents/carers for part or whole of the cost of repair or replacement.