

# EASTWAY PRIMARY SCHOOL



## Charging Policy

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The governing body of Eastway Primary School has adopted the following policy in connection with the matter of charging for school activities.

1. The governing body endorses the policy of the Wirral Local Education Authority with respect to charging for school activities. This policy is contained in the Authority's General Schools Information booklets, available from the school.
2. Parents may be asked to contribute in cash or kind for materials which are being used in practical activities if they indicate a wish to own the finished product. Parents will be asked before the activity is undertaken if this is the case.
3. Parents may be asked for payment towards the cost of repairing or replacing any part of the fabric of the school or any item of school property, which has been damaged or lost as a result of their child's behaviour.
4. Parents will be asked to pay for examination fees in the circumstances outlined in the Authority's policy statement.
5. School Educational Visits and Visitors form an important part of the curriculum offered by our school. Parents are not required to pay for such visits or visitors, but may be asked to make voluntary contributions towards their cost. No pupil will be excluded from a curriculum enhancement because of his or her parents' unwillingness or inability to contribute, but it is hoped that parents will feel able to support the school in its efforts to provide a full and interesting curriculum for all its pupils. If the contributions made are not sufficient to enable a planned experience to take place, the Headteacher may cancel or make such changes to the organisation as he/she thinks necessary. Parents are informed annually that they may be asked to make contributions to the cost of School Educational Visits and Visitors. This notification appears in the annual school information leaflet.
6. All School Educational Visits and Visitors will be organized under the direction of the Headteacher and in accordance with the guidelines issued by Wirral Education Authority (Circular 1/86). No school visit will take place without the approval of the Headteacher and if appropriate, governing body and in the case of residential trips the Wirral Education Authority. Teachers organizing such trips will be responsible to the Headteacher at all times.
7. Parents will be asked to meet the board and lodging costs of residential trips unless they are in receipt of income support or family credit during any period when the trip is taking place. The school will not be responsible for these costs and pupils will not be able to participate if these costs have not been paid prior to the commencement of the trip.
8. Parents may be charged for activities defined as "optional extras", that is, activities which are provided mainly out of school hours and which are not part of the school curriculum. If parents would like their children to take part in such activities but are unable to meet the full cost, financial assistance may be available; the Headteacher is happy to talk to parents in confidence about that possibility.
9. Additional nursery sessions for three year olds may be offered in addition to centrally funded places where available. The cost of a session (3 hours either 8.45am - 11.45 am or 12.15pm - 3.15pm) to be £10, payable one week in advance. There will be an additional charge of £2 for wrap around care between 11.45am & 12.15pm. Fees will still be charged if a child misses any additional sessions over 15 hours per week.
10. Eastway Explorers sessions for two year olds may be offered in addition to centrally

funded places where available. The cost of a session (3 hours either 8.45am - 11.45am or 12.15pm - 3.15pm) to be £10, payable one week in advance. There will be an additional charge of £2 for wrap around care between 11.45am & 12.15pm. Fees will still be charged if a child misses any sessions.

11. Eastway Early Riser's Toast Club runs every school term day starting at 7.45am - 8.45am. The cost of a session is £1.00 per child. Last drop off at 8.20am. Parents who wish their child to use the toast club must make a booking with the school office and fees paid at least weekly in advance. **Toast Club cannot be used as an emergency drop in session without prior approval.**

12. Eastway Swashbucklers After School (S.A.S.) Club runs every school term day starting at 3.15pm. The cost for an early pick up on or before 5pm is £6 per pupil per session and for a late pick up on or before 6pm is £7.50 per pupil per session. Both charges include a snack. Parents must complete a booking form available from the school office to secure a place for their child.

Fees are payable in advance. Parents wishing to pay monthly **MUST** pay a month in advance.

Cancellations must be made by the Friday before for attendance of sessions the following week. Fees will still be charged if a child misses a session.

Late collection after 5pm will result in the charge for 6pm collection of £7.50 per child. Late collection after 18:00 will result in a penalty fee of £10 per child plus £5 for every five minute segment past 18:00. Late collection charges will need to be paid prior to the next day of attendance at the club.

Non-payment of a late charge will result in suspension of the service until payment of the late charge is received. Three late collections after 18:00 will result in the allocated place being suspended.

13. Late or non-payment of fees for any of the school's early years or extended care provisions will jeopardise a child's continued attendance. The school holds the right to refuse these services if payment is not received in advance. One week's notice will be given to make payment and if no payment is forthcoming, the allocated place may be suspended.