



## CHARGING POLICY

### RATIONALE

At Coppetts Wood Primary School and Children's Centre we recognise that children learn most effectively from first-hand experience. Enriching and extending the curriculum is therefore a priority providing opportunities for discovery, enjoyment, inspiration, which lead to greater understanding and deeper learning. Our fee structure for childcare is competitive and fair for all families.

### GUIDELINES

Children within the main school: their parents/carers are asked for voluntary contributions to cover the cost of all trips out of school and for some of the groups that visit. These include visits to outside venues, sports, dance, drama and musical tuition from outside professional organisations, residential courses.

The Children's Centre operates a charging system for most community sessions, events and outings. Charges can be waived if appropriate and at the discretion of staff members.

The Children's Centre operates a charging system for extended services e.g. Breakfast Club, After school club

### EDUCATIONAL VISITS:

A sum will be identified and parents/carers will be asked for this amount as a voluntary contribution to enable the trip to go ahead. Classes may raise funds to cover the shortfall from activities (e.g. cake sales) as agreed with the Head Teacher. If there is a major shortfall in contributions it will be at the discretion of the Head Teacher whether or not the trip will take place.

### CHILDREN CENTRE OUTINGS:

Where an outing takes place from within the Children's Centre Community Programme we will charge families the full cost of the coach fare and admission fee to events. Families with financial difficulties will be asked for a contribution towards the full cost, with the additional amount funded by the Children's Centre.

### RESIDENTIAL TRIPS:

Parents/carers are asked to contribute the full cost per child for board and lodging. Parents of children entitled to Pupil Premium Funding may make an appointment to meet the Head Teacher to discuss a reduction in the cost.

### SWIMMING:

The cost of swimming lessons is met fully by the school

### **CLUBS:**

Parents/carers are asked to make a contribution for clubs run by the school to cover the cost of materials/resources/staffing. Outside organisations will charge for the clubs & activities they run after school which may be higher than those run by school staff. Charges for clubs run by Coppetts Wood staff after school clubs are £25.00 a term per club.

All charges for the Karate uniform and gradings are separate to the cost of the club. Parents and carers are expected to cover these charges, paying directly to the Karate organisation.

All other outside organisations' charges will differ. Parents will be informed of their costs before places are offered.

All clubs must be paid for by the parents/carers before the new terms club start date. Otherwise the place will be given to another child. If a parent decides to withdraw their child from a club, no refunds will be given.

### **SCHOOL BREAKFAST CLUB:**

Breakfast Club costs £2.00 a day. It is a drop in Breakfast Club from 8.15am to 8.55am. It is free for children entitled to free school meals (not universal free school for Key Stage 1 and Reception children).

### **MUSIC TUITION:**

Parents/carers may take up the option of their children being taught on the school premises by Barnet Music Instrumental Tuition Service. The full cost of the lessons must be paid to the school.

### **EQUIPMENT:**

Depending on the circumstances, the school will ask for payment for lost or damaged books, or willful damage to school property.

### **CHILDREN'S CENTRE FIRST AID FOR PARENTS:**

This is run over two evenings and there is a £10 charge for each evening payable in advance to cover the cost of the tutor.

### **CHILDREN'S CENTRE BABY MASSAGE:**

Baby Massage to be charged at a competitive market rate for courses conducted in other local Children's Centres at £8 per four week course.

### **CHILDREN'S CENTRE COMMUNITY SESSIONS:**

Activity sessions run within the Children's Centre by commissioned services or by Children's Centre Staff will be charged per child, generally £1, advertised termly on the timetable. All charges are a voluntary request and can be waived if necessary.

## CHILDREN'S CENTRE EXTENDED SERVICES

- On acceptance of a place for your child at After School Club, Breakfast Club, Nursery lunchtime or additional nursery hours, the entire half termly fee becomes payable.
- Payment is required regardless of whether your child attends for the whole duration of that period.
- If payments are not made within the required time, the place will be withdrawn and further action may be taken (see Debt Policy)
- Refunds will not be considered in instances of short-term sickness or absence. Concessions for long-term sickness are at the sole discretion of management of Coppetts Wood Primary School and Children's Centre.
- **Current fees for children under the age of five are:**  
£5.00 for the Breakfast Club (8am-8.55am)  
£12 for the After School Club (3.20pm-5.45pm).
- **Current fees for children over the age of five are:**  
£3.00 for the Breakfast Club (8am-8.55am)  
£8.00 for the After School Club (3.20pm-5.45pm)
- **Current fees for the nursery lunch cover for 30 hour children:**  
£6.00 daily. Parents can arrange for their children to be taken home for the lunch break (11.30 - 12.30). Children may bring a packed lunch or have a school dinner which is payable through the school.
- Our school also offers some full time nursery places which are arranged through the Children's Centre. These are only available if the free 30 hours places are not taken up and there are spaces available within the nursery.  
We offer an additional 15 hours plus 5 hours lunchtime (8.30 -3.30 daily)  
The charge for this is £24.00 a day - £120 a week. Children may bring a packed lunch or have a school dinner which is payable through the school.
- One month's notice is required to give up the place, which must be made in writing.
- All fees are invoiced directly and are payable via BACs, cash or cheque.

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