

# CONEY HILL COMMUNITY PRIMARY and PRE- SCHOOL

## CHARGING POLICY



|                                                |                                                                                                           |                         |              |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------|--------------|
| <b>Governor Committee Responsible:</b>         | Coney Hill Combined Committee                                                                             | <b>Staff Lead(s):</b>   | SBM          |
| <b>Status</b><br><i>(Statutory / Advisory)</i> | Statutory                                                                                                 | <b>Review Cycle</b>     | Annual       |
| <b>Last Review</b>                             | January 2026                                                                                              | <b>Next Review Date</b> | January 2027 |
| <b>Headteacher</b>                             | Dani Brayshaw<br><a href="mailto:dbrayshaw@coneyhill.gloucs.sch.uk">dbrayshaw@coneyhill.gloucs.sch.uk</a> |                         |              |
| <b>Chair of Governors</b>                      | Ceri Davies<br><a href="mailto:chair@coneyhill.gloucs.sch.uk">chair@coneyhill.gloucs.sch.uk</a>           |                         |              |

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Local Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of Coney Hill Community Primary School has decided that until further notice its policy will be as follows:

**1. Day Visits**

For visits occurring during school time the school will invite a voluntary contribution from parents to meet costs. For visits outside school time parents will be charged for all allowable costs. Charges may be waived or reduced for children whose parents make application to the Headteacher.

**2. Residential Visits During School Time**

The school will invite voluntary contributions from parents to meet costs other than children's board and lodgings. Charges may be waived or reduced for children whose parents have financial difficulties in meeting the full cost.

**3. Residential Visits Outside School Time**

Parents will be charged for the full cost of the visit, including all allowable costs\* and board and lodging. Charges may be waived or reduced for children whose parents make an application to the Headteacher.

\* Allowable costs include:

- a. The pupils travel and subsistence costs;
- b. Materials, books, instruments and other equipment;
- c. Non-teaching staff;
- d. Costs of teaching staff where separately engaged under a contract for services for the visit or activity;
- e. Entrance fees to museums, castles, theatres, etc;
- f. Insurance costs;

**4. Any Visit Required Because of Recognised Public Examinations, the National Curriculum or the Law on Religious Education**

As for 2 above.

**5. Breakfast Club**

A charge of £3.50 will be made per pupil per day to attend Breakfast Club. Grant funding and Pupil Premium budget can be used to support children attending Breakfast Club at the discretion of the Headteacher. Staff whose Children attend Breakfast Club will be charged £1.75 per day per child.

**6 Holiday Club**

A charge of £20.00 will be made per pupil per day to attend Holiday Club.

Sibling discounts are available, (second child £15.00 per day and third child £10.00) Grant funding and Pupil Premium budget can be used to support children attending Holiday Club at the discretion of the Headteacher. Charges may be waived on a case by case basis by the Headteacher. Staff whose Children attend will be charged £10 per day per child.

**7. The Coney Club – afterschool club**

Parents have the option of booking different end and start times at the afterschool club, these charges are as follows:

First hour only 3.20pm-4.20pm £6.00

Following a school club 4.20-5.30pm £6.50

3.20pm-5.30pm £10.50

If parents collect from the club late they will be charged £5.00 for every 5 minutes that they are late.

**8. Snack**

Parents have the option of paying for pupils to receive a snack at morning break time. Charges are per term per child and are made to cover the cost of the snack. Pre-School, Key stage 1 and Key stage 2 will be different charges due to KS1 fruit (Government funded) being included as part of the snack given to pupils.

**9. Classroom Materials**

No charge will be made for materials or equipment. However, for certain practical activities (Technology, Cookery, etc) parents may be invited to provide materials or ingredients on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

**10. Afterschool activities/clubs**

Parents may be asked to pay towards the costs of afterschool clubs, to cover resources and specialised provision.

**11. Swimming Lessons**

Swimming lessons are on site for KS2 Pupils. Parents will be asked to make a voluntary contribution towards the cost of this activity.

**12. Casual Hiring Agreement and lettings**

Charges for hiring and lettings will be agreed by the governing body ensuring that any additional costs for cleaning etc is recharged to the Hirer, see lettings policy

**13. Transport charges**

If the use of a school minibus is used to transport pupils to and from visits, a nominal charge towards the running costs can be built into the trip costs.

**15. Pre School Charges**

| Prices as at<br>June 2025 | Per session  |
|---------------------------|--------------|
| Snack                     | 20 p per day |

|                                                                  |      |
|------------------------------------------------------------------|------|
| Lunch session –<br>no lunch/ food<br>provided                    | £3.5 |
| Self funded<br>3 hours session<br>that excludes<br>lunch session | £22  |

There is a late payment charge of £5 for persistent lateness after 10 minutes, at the end of sessions.

#### **14. Review**

The Governors of the school are required to keep their policy under review. The review will take place annually at the appropriate meeting.