

PALFREY INFANT SCHOOL

CHARGING POLICY 2024

Philosophy

To make a broad programme of trips and activities accessible to as many students as possible and maintain a equitable and coherent system of charges within the constraints of the school budget.

We are a cashless school and therefore parents are asked to make all payments through the School Gateway app. Information for parents on how to access and use the School Gateway app is available [here](#). Parents who cannot make online payments can request a Paypoint Voucher from the school office for any payment items. The voucher can be taken to a Paypoint shop and cash payments made. The nearest Paypoint store to school is:

FB Supermarket
78-82 Milton Street
WALSALL

Rationale

Any charges made by the School must meet the requirements of

- the Education Reform Act, 1988,
- [the Education Act 1996](#), sections 449-462
- Advice from the Department for Education (DfE) on [charging for school activities](#).

The Governors endorse the guiding principles contained in these documents, in particular that no child should have its access to the curriculum limited by charges.

Practice

Charges will not be made for any activities, which form part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements. Activities, which are wholly or mainly within school hours and form part of the normal curriculum, should not normally be chargeable.

In practical subjects, parents may be asked for the full or partial cost of material or ingredients if they have indicated in advance that they wish to own the 'finished product'.

Voluntary contributions may be invited for trips, which take place mainly within the school hours. No child may be excluded because of inability to pay. The school may cancel the trip if the level of contributions does not meet its budgetary requirements.

Any insurance costs will be included in charges for trips or activities.

A charge of £5 per item will be made for lost or damaged school books, a contribution is requested for educational visitors to the school i.e. The Animal Man.

We may ask for food donations or a voluntary contribution towards school parties.

Photograph sales will be available to parents at certain times during the year.

Requests under the Freedom of Information Act will be honoured however, charges will be made should any photocopying or printing be required.

A charge of 55p per week per pupil is made for the purchase of fruit as a break time snack.

PE & Book Bags are supplied free of charge one entry to Palfrey Infants, any replacements are charged at a relevant cost.

Clubs and activities provided by third parties and/or outside of the school day will be chargeable. These charges will be outlined to parents before they sign up.

Parents will be charged £5 for every 15 minutes they are late collecting their child and an additional £5 for every 15 minutes here after. Money collected will form part of school fund. See [Child not collected from School Policy](#) for more details.

Requests for financial assistance from parents on Income Support in relation to any chargeable activity will be considered and assistance provided within the limits of the School's budget. Confidentiality and data protection will apply such matters.

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be annually reviewed by Governing Body. At every review, the policy will be approved by the Full Governing Body.

Re-Adopted 08.12.2020

Re-adopted Sept 2022

Re-adopted 4th December 2024