

# St Cyprian's Greek Orthodox Primary Academy



## Charging Policy

Revised: July 2015

Reviewed and ratified by Full academy Trust:

Date: 07/05/2015

Signed: \_\_\_\_\_

Name: NAKIS PAPACLEOVULOU

Position: CHAIR OF FINANCE

# CHARGING POLICY

## **Our Mission Statement:**

'The aim of St Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.'

## **Introduction**

- I. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

## **Voluntary Contributions**

- II. When organising school trips or visits which enrich the curriculum and educational experiences of the children, the school invites parents to contribute to the costs of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the trip. If the trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from other children.
- III. If a parent wishes their child to take part in a school trip, visit or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip, event or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
- IV. The following is a list of additional activities organised by the school, which requires voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
  - Visits to museums, galleries etc;
  - Sporting activities which require transport expenses;
  - Outdoor adventure activities;
  - Visits to the theatre;
  - School trips abroad;
  - Musical events;
  - Extra curricular clubs where the school has to pay for the coach or provider.

## **Residential Visits**

- I. If the school organises a residential visit in school time or mainly in school time, which is to provide education directly related to the National Curriculum, we do ask parents for a contribution to cover the cost of the education or travel expenses. We also make a charge to cover the cost of board and lodgings.

## **Music Tuition**

- II. All children study music as part of the normal school curriculum. We do not charge for this.
- III. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

## **Other Activities**

- I. The school engages a number of specialist staff to provide sports coaching. We make a small charge for sessions run by employed staff or agencies but no charge for clubs run by staff employed by the school.

## **Wrap Around Club**

The Academy makes reductions for siblings who use the wrap around club simultaneously. These reductions are advertised on a termly basis in the newsletter.

## **Remission Statement**

There will be occasions when families are placed under particular financial pressure. Parents are encouraged to discuss with the school their particular circumstances, confidentially, as they arise. The school will act sympathetically in these circumstances.

Where there are two or more children in Year 6 participating in the Residential Visit consideration will be given to support the families. For the Residential Visit, if there are more than 2 members of the family attending then the first child will pay the full rate, the second child 50%.

## **Debt Recovery**

From time to time the school may have to recover debts from parents, for the above mentioned and other services that have not been paid for. If a debt recovery is required the following actions will occur:

1. Text the parents to advise them of the debt.
2. Send another text to remind them of the debt.
3. Send an invoice to them with the debt clearly laid out and a date the debt is to be paid by.
4. Send a letter to them with the debt clearly laid out and a date that debt is to be paid by.
5. Send a strong letter from the Headteacher advising them of that if payment is not made by a particular date, then the Head is left with no other option than refer their debt to the Academy trust.
6. Once referred to the Academy Trust, the Directors will decide how to take the debt further or whether the debt should be written off.

Date of next review: July 2016

