

RICHARD TAYLOR CHURCH OF ENGLAND AIDED PRIMARY SCHOOL

Policy For Charging

At Richard Taylor School our Mission Statement says that “we aim within a caring and Christian environment to educate every child in our safekeeping”. This policy reflects that statement.

1. Introduction

1.1 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.

2. Voluntary contributions

2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.

2.2 If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Parents have a right to know how each trip is funded. The school provides this information on request.

2.3 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as ‘optional extras’. This list is not exhaustive:

- visits to museums;
- cooking activities
- theatre performances in school
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events.

3. Residential visits

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to make a written application for financial support to the Richard Taylor Trust.

4. Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 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. They make a charge for these lessons. If parents are experiencing financial difficulty, they are invited to make a written application for financial support to the Richard Taylor Trust. We give parents information about additional music tuition when places become available.

Violins and cellos, cornets, clarinets a drum kit and some recorders are loaned by the School, subject to a loan agreement with parents and the numbers available. Parents need to make their own arrangements to loan, hire or buy other instruments.

5. Swimming

5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. The school charges parents for the cost of transport and hire of the pool. If parents are experiencing financial difficulty they are invited to make a written application for financial support to the Richard Taylor Trust.

Lost or damaged books, including lending library books, will continue to be charged to the pupil concerned. In the case of wilful damage to the School or private property it is left to the Governors' discretion whether this comes out of their funds or is charged to the parent of the child responsible.

All cash sent to school should be in an envelope with the child's name, class and activity clearly written on the outside. Cheques should be made payable to "Richard Taylor School".

6. On-Line Payment System

6.1 The school has purchased SIMS Agora online payments in September 2014 which provides a safe, secure and easy way to pay for school items such as school meals, trips, events, music lessons, transport and other school activities. It is hoped to improve efficiency by reducing costs and streamlining payment collection administration.

All online card payments made through SIMS Agora are protected by Secure Socket Layer (SSL) with an encryption key length of 128 bits, which is the highest level commercially available. Your payment card details are directly processed by the Payment Management Division of Capita Software Services, a leading provider of secure online payments services and are not collected nor accessible by the school.

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