



## **Charging Policy**

### **Introduction**

The Governing Body of Beechcroft Infants school recognises the valuable contribution that a wide range of activities, including school visits, visitors and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

At Beechcroft Infants School, all education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

### **Voluntary contributions**

At Beechcroft Infants School, children go on Educational visits, have visiting theatre companies and other guests to enrich the educational experiences for the children and take part in extra activities such as cooking and making snack. On these occasions parents/carers are asked for a voluntary contribution towards the cost. Parents/carers are not obliged to contribute, but are made aware that if insufficient contributions are pledged, the activity may have to be cancelled. If parents/carers are experiencing financial difficulties they are invited to speak, in confidence, to the Head teacher.

If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Other parents/carers will not be expected to subsidise parents/carers who have not paid. The school usually subsidises most visits and visitors. Parent/carers have a right to know how each trip is funded. The school provides this information on request.

### **Payment required**

At Beechcroft Infants School children take part in After School Clubs. Parents/carers are asked to pay for these clubs as they take place after school hours.

We also have a Wraparound care - Breakfast Club and Bear Cubs which takes place out of school hours beginning at 7.45 a.m. before school and at 3p.m. after school. Parents/carers are asked to pay for this.

### **Damage/Loss to property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. The minimum cost for a reading book will be £4 and a Love of Reading book will be the actual cost of the book. Each incident will be dealt with on its own merit and at their discretion.

### **Freedom of Information requests**

In line with Freedom of Information requirements, the school may refuse vexatious or repeated requests, or requests exceeding the statutory cost limit (currently £450, calculated under the relevant regulations). Information that is already published on the school website is free to access. Where a request requires photocopying, printing or postage, the school may charge a reasonable fee and will notify the requester in advance.

Reviewed May 2026