



Alexandra Primary School

Charging Policy

Governor Responsible	Management Committee
Status	Statutory
Last reviewed	December 2025
Review Period	Annually
Signed	<i>C Schloss</i>

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Basic Principles

No charge can be made for education during school hours for children of compulsory school age. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities such as cooking enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Exceptions

Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a

musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Nursery

The school has a nursery with places for 26 children in the am and 26 in the pm. There are a very limited number of free full time places, funded by the LA, these are allocated using a strict needs assessment. If there are still vacancies in the nursery the school may offer 'top up' places to parents who wish to pay for the other half of a part time place. The charge for a 'top up' place is £125 per week, per half day (3 hours) and £17.50 per week for children who are entitled to 30 hours free for the addition 2.5 hours in school. This amount covers the cost of an extra staff to cover the lunchtime.

Voluntary Contributions

Parents may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Parents will be asked to make voluntary contributions to school trips, visits or for practical activities such as technology. These contributions will not exceed the actual cost. Where an outside provider is used for out of school activities a voluntary contribution will be sought.

Residential Activities

Charges are made to cover board and lodging whilst on a residential trip. Parents are informed prior to booking and an expression of interest is asked for, if there is insufficient interest the trip cannot take place. Children of parents receiving Income Support or tax Credit have the right to apply for a reduction in costs. Currently Governors are subsidising places by £50 per child.

Breakfast Club

Breakfast club is provided by the school, this runs from 7:45 to the start of the school day. Children will be provided with toast, the daily charge is £3 and is payable in advance through SCOPAY.

After School

Awesome Kids (a private provider of play and childcare services) currently run a play service between 3.15 and 6pm, on site. The charges for this are set by them and subsidies are available for families receiving income support.

After school clubs run by the school from 15:15 to 16:15 are free of charge.

After school clubs run by Premier Education are charged at £5.00 per session and can be booked online.

School meals

School meals for Nursery children are £2.65 per day, Alexandra Primary is part of the London Mayor Scheme all children from Reception to Year 6 are eligible to a free school meal each day.

Breakages

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 to make a charge. Each incident will be dealt with on its own merit and at their discretion.

In case of financial difficulty parents should contact the Headteacher. The Governors will always endeavour to keep all costs to a minimum and will review this policy annually.