TOLWORTH SCHOOL
Happy children, successful learners

Tolworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Charging Policy

Governors' Committee / Responsible Member of Staff	Finance, Premises and Personnel Committee – delegated to School Business Manager/Headteacher November 2021
Status	Statutory
Review Cycle	Annual
Date written	November 2021
Date of last review	November 2024
Date of next review	November 2025

No charges are made for the education provided, including most materials, books, instruments or equipment. Children are often encouraged to bring in personal items such as pens and pencils and take responsibility for them.

Educational Visits Off Site

Tolworth School recognises the importance of school trips to enhance pupil's learning and does all it can to support all members of our community. The staff and governors are keen to ensure that no child misses out on these important learning opportunities due to a lack of funds.

Staff work hard to find trips that are cost-effective and provide best value for money. Any parent or carer who finds they have difficulties in covering the cost of trips and visits are encouraged to make an appointment to see the Head Teacher in complete confidence. The school may then be able to set up a payment plan or help towards the cost of the trip or visit. However, if insufficient contributions are received then trips will have to be cancelled and payments received will be returned.

A copy of the template letter used for school trips and visits is attached for reference (appendix 1- Infants and appendix 2 - Juniors)

Damages and Fines

If school equipment, fixtures or fittings are damaged by a pupil then payment or part payment may be requested by the governors in the following circumstances:

- **Wilful Damage**

e.g. graffiti, breaking school equipment by ill treatment, lack of thought or irresponsible behaviour
The pupil can incur the whole cost of the repair/replacement

- **Damage caused by reckless behaviour, lack of thought but not wilful or deliberate**

e.g. breaking a light by kicking a ball indoors, breaking a window when playing where requested not to, loss of library books
Part or whole payment may be requested

Appendix 1: trip letter for Infants

The Federation of Tolworth Infant and Nursery School and Tolworth Junior School
Headteacher: Ms Rachel Nye

School Lane
Tolworth
Surrey KT6 7QH
Tel: 020 8399 4231
Email: admin@tins.rbksch.org

Douglas Road
Tolworth
Surrey KT6 7SA
Tel: 020 8399 4472
Email: admin@tjs.rbksch.org

*date

Dear Parents and Carers

<u>*YEAR/CLASS VISIT TO *LOCATION</u>

We have arranged for *year/class to visit *location on ***date**. This is to support their learning in *subject and supporting reason for visit.

The children will travel by *method of transport and will leave school at ***time** and return to school by ***time**. The children should wear school uniform, sensible shoes and a waterproof coat. *If the weather is hot, please apply sun cream before school and provide a hat.

All children will need a packed lunch on that day. The school can provide your child with a packed lunch or, if you would prefer to supply one, please make sure it includes two cartons/plastic bottles of drink in a named plastic bag that can be thrown away. No nuts or nut products, fizzy drinks, glass bottles, sweets or chocolate please.

A contribution of **£*** is requested to cover the cost of *transport/entrance fee/additional activities. This can be paid online. If you do not have a code, please ask the school office for details. Please return the attached permission slip to the school office in a named envelope ***not later than *date.***

Parent and carer helpers are always welcome and if you wish to volunteer to help with this trip, please complete the relevant section on the attached slip.

If you are unable to meet the cost of this trip, please feel free to come and speak to a member of the office staff in complete confidence; we are happy to try and help.

Yours sincerely,

Rachel LB. Nye

Mrs Rachel Nye
Head Teacher

THE ROYAL BOROUGH OF KINGSTON UPON THAMES

***DETAILS OF TRIP**
PERMISSION AND CONTRIBUTION SLIP: to be returned by *date

Name of Child: _____ Class: _____
I give/do not give permission for my child to go to ***trip** on ***date**

Emergency Contact Number: _____

Medical Info: _____
Any child who is asthmatic will NOT be able to go without their inhaler.

Please complete *both* sections:

PAYMENTS

☐ I have paid the full cost of £* online

☐ I enclose the full cost of £*

☐ I have enclosed _____ towards the cost

☐ I have spoken to the office staff and am unable to make any contribution at all at this time.

LUNCHES

☐ Please provide my child with a packed lunch

☐ I will provide my child with a packed lunch

YES/NO I am able to volunteer to help with this trip.
Class teachers will put a notice on the classroom door with a list of successful names

Signed (Parent or Carer): _____

Please print name: _____

Appendix 2: trip letter for Infants

The Federation of Tolworth Infant and Nursery School and Tolworth Junior School
Headteacher: Ms Rachel Nye

School Lane
Tolworth
Surrey KT6 7QH
Tel: 020 8399 4231
Email: admin@tins.rbksch.org

Douglas Road
Tolworth
Surrey KT6 7SA
Tel: 020 8399 4472
Email:admin@tjs.rbksch.org

***date**

Dear Parents and Carers,

***YEAR/CLASS VISIT TO *LOCATION**

We have arranged for *year/class to visit *location on ***date**. This is to support their learning in ***subject and supporting reason for visit**.

The children will travel by *method of transport and will leave school at ***time** and return to school by ***time**. The children should wear school uniform, sensible shoes and a waterproof coat. *If the weather is hot, please apply sun cream before school and provide a hat.

All children will need a packed lunch on that day. If your child is entitled to free school meals and you think you may have difficulty in providing a packed lunch yourself, please contact the school office as soon as possible so we can arrange for one to be provided. *Please note that this wording will be amended for the academic year 2023-24 when all primary school children in London are entitled to free school meals.*

A contribution of **£*** is requested to cover the cost of *transport/entrance fee/additional activities. This can be paid online using the same code as you use to pay your child's dinner monies. If you do not have a code, please ask the school office for details. Please return the attached permission slip to the school office in a named envelope ***not later than *date.***

Parent and carer helpers are always welcome and if you wish to volunteer to help with this trip, please complete the relevant section on the attached slip.

If you are unable to meet the cost of this trip, please feel free to come and speak to a member of the office staff in complete confidence; we are happy to try and help.

Yours sincerely,

Rachel LB. Nye

Mrs Rachel Nye
Head Teacher

THE ROYAL BOROUGH OF KINGSTON UPON THAMES

<u>*DETAILS OF TRIP</u>
<u>PERMISSION AND CONTRIBUTION SLIP: to be returned by *date</u>

Name of Child: _____Class: _____

I give/do not give permission for my child to go to ***trip** on ***date**

Emergency Contact Number: _____

Medical Info: _____

Any child who is asthmatic will <u>NOT</u> be able to go without their inhaler.

Please delete as appropriate:

1. I have paid the full cost of £* online
2. I enclose the full cost of £*
3. I have enclosed _____ towards the cost
4. I have spoken to the office staff and am unable to make any contribution at all at this time.

YES/NO I am able to volunteer to help with this trip.

Class teachers will contact you if your assistance is required.

Signed (Parent/Carer): _____

Please print name: _____