

## Club Charging Policy

Monitored and updated by: School Business Manager

Approved by: Headteacher(s)

### 1.0 Principles and scope

The school wishes to maximise the availability of extracurricular clubs. The school also seeks to retain and extend the team of specialist teachers and coaches for curriculum and extra-curricular activities. This will be achieved by generating sufficient funds to pay for the specialist teachers and coaches.

This policy applies to all open access clubs organised by Belleville Primary School and run by employees of the school or by staff funded by the school.

### 2.0 Charging

#### Charges:

- The charge for clubs is £7.00 per club per session.
- Clubs where children are invited to attend eg PE squads/teams, will also be charged at £7.00.
- All fees must be paid in advance.
- No refunds will be provided if a child does not attend.

#### Fees are reduced where:

- Children entitled to Pupil Premium funding are eligible to two free clubs.

#### Fees can be reduced when:

- Authorisation to the School Business Manager is provided by a Headteacher on the request form.
- Fees are reduced accordingly by the School Business Manager.
- The club is run for free by the organiser and no financial payment or time in lieu is provided.

#### Additional information:

Children will not be able to attend or continue attending a club where:

- They do not behave as requested.
- They fail to attend regularly.
- They are not collected promptly.
- Fees are not paid.

**Belleville Primary School**  
**Clubs Fee Reduction Request Form**

Name of Child:	
Class:	
Club I am requesting a reduction for:	
Requested fee per session:	£
Reason for request:	
Parent/Carer signature:	
<b>To be completed by school</b>	
<b>Headteacher authorisation</b> (with reason if necessary):	Yes <input type="checkbox"/> No <input type="checkbox"/> Signed: _____
<b>SBM</b> reduced/refunded fees as necessary:	Date: _____