**The purpose of this policy is:**

**Belleville Primary School  
Clubs - Charging Policy**

**September 2016**

* To achieve the school aims.
* To maximise the availability of extracurricular clubs.
* 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
  + staff funded by the school

**NOTE:** Clubs where children are **invited** to attend (e.g. PE squads/teams, additional support lessons) will have **no charge**.

**Charges:**

* The charge for clubs is £5.00 per club per session.
* All fees must be paid in advance.
* No refunds will be provided if a child does not attend.

**Fees are reduced where:**

* Children are entitled the Pupil Premium funding, the fees will automatically be reduced by 50%

**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**

**September 2016**

|  |  |
| --- | --- |
| Name of Child: |  |
| Class: |  |
| Club I am requesting a reduction for: |  |
| Requested fee per session: | £ |
| Reason for request: |  |
| Parent/Carer signature: |  |
| **To be completed by school** | |
| **Headteacher authorisation**  (with reason if necessary): | Yes  No Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SBM** reduced/refunded fees as necessary: | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |