



Introduction

This policy has been compiled in line with DFE requirements on: Charging for School Activities.

Aim

The school encourages a varied and full range of activities for all pupils to participate in, and this policy aims to enable equal access to these experiences for all our pupils and to this end, set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Charges

The school will apply charges for the following:

- (a) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (b) loss of school books on loan to children
- (c) extra-curricular activities and school clubs run by external providers (These providers will set their own charges).
- (d) any materials, books, instruments or equipment where the child's parent wishes him/her to own them.
- (e) extended day services ie Breakfast Club, After School Club.
- (f) school lunches where the pupil is not entitled to a free school meal.
- (g) community facilities
- (h) The accommodation element for residential trips

Charges are calculated on a direct cost basis and the school will not make a profit on these. If a surplus of more than £5 per pupil was to occur this would be paid back to the families. A surplus of less than £5 per pupil would not be paid back but could be held on account to subsidise a future trip or activity for those pupils.

Voluntary Contributions

Parents may be invited to make voluntary contributions to extend the value of school budgets further. School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience and these activities are made possible through the voluntary contributions of parents. Examples where parents will be invited to make a voluntary contribution include:

- a) transport for swimming
- b) school trips
- c) enrichment activities

This contribution is genuinely voluntary and a parent is under no obligation to pay and pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

If a particular activity cannot take place without some help from parents, this will be outlined in the request letter. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Remissions

Charges for chargeable activities may be fully or partially remitted for pupils in receipt of Pupil Premium.