

# Clare Community Primary School

## Charging Policy

### **1 Introduction**

- 1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

### **2 Voluntary contributions**

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
- 2.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - school trips abroad;
  - musical events.

### **3 Residential visits**

- 3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. Parents who receive benefits entitling them to free school meals are exempt from payment.

### **4 Music tuition**

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.

**4.2** There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of benefits, entitling them to free school meals, are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

## **5 Swimming**

**5.1** The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

## **6 Football**

**6.1** The school offers additional football coaching after school. A qualified FA coach, who is not a member of the school staff, runs and organises these sessions. We make a small charge for these sessions.

## **7 Extra-curricular activities outside school hours**

**7.1** There may be a charge of the full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours:

Any residential journeys taking place mainly at weekends or school holidays.

After hours theatre and other educational visits.

After hours sporting clubs or visits.

Clubs held at lunch time or after school.

Performances and activities for pupils for which a charge is made (e.g. school play, discos).

## **8 Extra-curricular travel**

**8.1** We normally charge if children are transported to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

## **9. General**

**9.1** The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

**9.2** Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

**9.3** In some circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by Headteacher in consultation with the Chair of Governors.

## **10 Monitoring and review**

**10.1** This policy is monitored by the Governing Body, and will be reviewed in three years, or earlier if necessary.

**Signed:**

**Date: June 2014**