



CHARGING POLICY

Policy approved by Staffing and Resources Committee

Review in Autumn 2018

Signed on behalf of Committee _____ Date _____

Presented to the governors for approval.

1. Introduction:

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 individual or group music tuition. However, a voluntary donation may be asked for.

2. Voluntary contributions:

- 2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. 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
 - visits to the theatre/cinema
 - residential trips
 - musical events
 - visits to farms
 - Any other visit that involves the hiring of transport

3 Residential visits:

If the school organises a residential visit in school time or mainly school time, which enriches the curriculum and educational experience of the children, we do make a charge to cover the costs of board and lodging, travel expenses and entry fees. We do not charge for staff or educational materials. Families of children who cannot make a full payment may be supported at the Headteacher's discretion.

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 group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We give parents information about additional music tuition at the start of each academic year.

5 Swimming:

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 ask parents to make a voluntary contribution towards the cost of providing this aspect of the curriculum. We inform parents when these lessons are to take place and the costs involved.

6 Outside organisations:

Pupils taking part in activities out of school hours which are provided by outside agencies will be required to fund the activity fully.

7 Refunds:

- 7.1 Where an activity is chargeable to the parent and the pupil has been unable to attend as a result of a School activity arranged for the same time, no charge will be made.

- 7.2 Where an activity is chargeable to the parent and the school has been previously informed of a change in time/date by an instructor/teacher and this is not communicated by the school to the parent, resulting in a missed lesson, no charge will be made.
- 7.3 Specific activities may have individual refund policies which will be made clear to parents at the time.