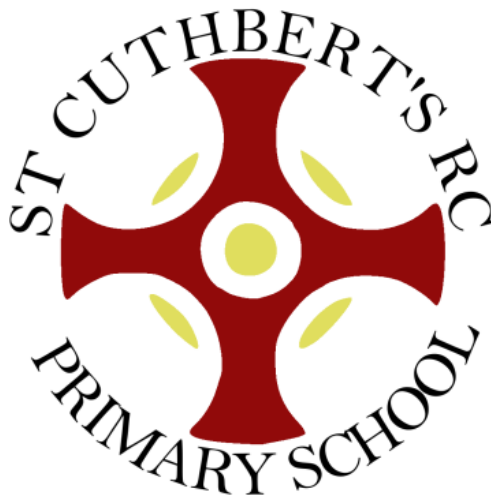


# St Cuthbert's RC Primary School

## Charging Policy



**Reviewed: September 2017**

**Signed \_\_\_\_\_ Head Teacher**

**Signed \_\_\_\_\_ Chair of Governors**

## **1. Introduction**

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities.

However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution.

Where there are not enough voluntary contributions, and there is no way to make up the shortfall, for example school funds and/or fundraising activities, then it must be cancelled. The possibility of the activity/visit being cancelled due to a shortfall in contributions should be made clear in the information sent to parents.

### **Residential Visits**

Schools cannot charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit 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; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can charge for:

- board and lodging and the charge must not exceed the actual cost.

## **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 will include children whose parents have not paid any contribution. We do not treat these children differently from any others.

The following is a list of additional activities organized 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 the theatre;
- school trips abroad;
- musical events.

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.

### **3. Residential visits**

3.1 - If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we make a charge to cover the costs of board, lodging and travel expenses. Parents who receive state benefits are able to pay a reduced rate. (See \*)

### **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. The Music Service make a charge for these lessons. Parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

### **5. Swimming**

The school organises swimming lessons for children in Year 3. These take place in school time and are part of the National Curriculum. We 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 in swimming lessons.

### **6. Design and Food Technology**

The school may make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

### **7. After School Activities**

Charges may be levied for additional activities provided mainly outside school hours. The charging for these optional activities will be dependent upon the costs incurred and will be at the discretion of the Governing Body, through the Head Teacher. The charge to any one pupil will not exceed the actual total cost of the activity, divided by the number of pupils taking part.

Those activities provided by an outside coach will have an additional charge.

### **8. Wraparound Care**

Charges are levied for the provision of a breakfast club and after school club as this is a provision for parents that need a wraparound care service before and after school. This is paid on a need to use basis.

## 9. Breakages

Breakages, loss or damage to school premises/equipment.

Where school property or premises are damaged as the result of pupils' negligence or of pupils' behaviour, the school reserves the right to charge parents for the loss or damage.

\* When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- *Income Support (IS)*
- *Income-related employment and support allowance (this benefit was introduced on 27 October, 2008)*
- *Income-based Jobseekers Allowance (IBJSA) – see attached for further information and clarification re Contribution-based Jobseekers Allowance (CBJSA)*
- *Support under Part VI of the Immigration and Asylum Act 1999*
- *Guarantee Pension Credit*
- *Child Tax Credit (without Working Tax Credit except for the 4 week 'run on' period after becoming unemployed or a reduction in hours to less than 16 per week) and your annual family income does not exceed £16,190*