



## Charging Policy

<b>Date adopted</b>	25 <sup>th</sup> January 2017	<b>Responsibility</b>	<i>Full Governing Body</i>
<b>Date of next review</b>	January 2019	<b>Headteacher</b>	<i>S Hay</i>
		<b>Chair of Governors</b>	<i>C Middleton</i>

### 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.

### Voluntary contributions for activities as part of the Curriculum

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity. 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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

If appropriate and funds allow, the school or Friends may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

### Trustees

At Cliffe VC Primary School we are very fortunate to have the Mary Waud Trust, who support the school in its core purpose. The money donated yearly is spent to allow better access to education off site.

### Music Tuition

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

Extra-curricular clubs such as choir or recorder are also without charge.

There is a charge for individual or group music tuition if this is not part of the National



Curriculum. This charge is paid directly to the County Music centre which provides peripatetic music teachers to teach individuals or small group lessons on the school site. We can signpost parents to private music teachers.

### **Swimming**

The school organises swimming lessons for the children in the year 3 / 4 Class of school. Lessons take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover some of the cost of transport to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself, however the Trustees make a huge contribution to keep this to the minimum. We inform parents when these lessons are to take place and we ask for their written permission for their child to take part in these.

### **Optional Extra Activities**

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- outdoor adventure activities;
- visits to the theatre, theatre companies visiting school;
- musical events

### **Activities not run by the School or LA**

When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

### **Residential Visits**

The school organises an annual residential visit for Year 6 children. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

The cost of this trip will be based on travel costs, entrance to sites, materials and charges for activities experienced. The governors' policy is for the school to cover the cost of any additional teacher time necessary to lead the trip or subsequent follow up work.

Where available, sponsorship will be provided for children of families on forms of income support or in special circumstances to enable them to take part in the option of their choice. This is stated clearly on letters and is dealt with discretely and in



confidence by the headteacher. Parents will be given the option of a payment plan to spread the costs of the residential visit.

### **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

### **Breakages & Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour.

### **Special Needs**

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.