

HEATHFIELD PRIMARY AND NURSERY SCHOOL



Charging Policy

November 2016

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Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. This now includes individual and small group music tuition – this too is now free.

Voluntary contributions

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 need to 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. Heathfield is committed to providing our pupils a trip each term to support topic work and heavily subsidises all transport costs on these occasions.

The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

Subsidies from various sources e.g. School Fund, voluntary organisations, pupil premium etc will be considered to cover deficits.

The school will give sufficient notice to allow parents and carers to pay by instalments.

If a parent or carer wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, if we receive enough contributions for the trip or event to go ahead, we will allow the child to participate fully in the trip or event. 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.

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 Religious Education are known as optional extra activities.

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. However, there is a determination to keep costs to a minimum as much as possible.

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 organisations may charge parents and carers.

Residential and Non-residential Visits and Trips

The cost of residential visits includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

Many non-residential trips are also organised for children. The cost of these trips 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 staff time necessary to lead the trip or subsequent follow up work and as mentioned to heavily subsidise any costs linked to transport.

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

- visits to museums;
- sporting activities;
- outdoor adventure activities;
- visits to, or by, a theatre company;
- school trips;
- musical events;
- transport

Where available, reductions will be made for children who are eligible for the free school meals in order to enable them to take part in the option of their choice. This is stated clearly on letters and is an explicit policy decision taken by Governors.

Parents and carers will be given the option of a payment plan to spread the costs of trips and visits. We do our best to book residential experiences 1 year in advance in order to spread the costs as much as possible.

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. At Heathfield this is a rare occurrence and more often than not, costs are met by the school.

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
- damaged musical instruments when pupils take home to practise; the school will pay 50% of such costs with parents/carers expected to pay the rest.

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.

Cancelled Cheques

On occasions a cheque gets returned from our bank suggesting a lack of funds in the payee's account. Such situations incur a charge and the school expects the payee to reimburse any bank charges which may be as much as £20.

Review

The policy for Charging will be reviewed in the Autumn Term 2018.

Signed: _____ Chair of Governors

Date: ___/___/___