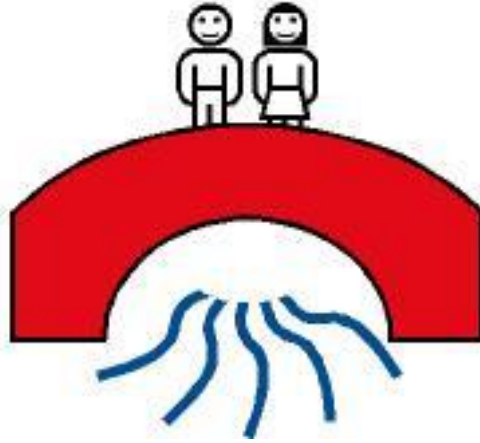


# Loddon Primary School



## Charging for School Activities Policy

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Committee responsible: Finance Committee

Date of last review: June 2016

Date of next review: June 2018

Authorised on 14 June 2016

\_\_\_\_\_ (signature) Sarah Phillips Headteacher

\_\_\_\_\_ (signature) D Macdonald (name) Committee Chair

## **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 and transport costs. All contributions are voluntary. If the activity cannot be funded without voluntary contributions this will be made clear from the outset.

Parents of children eligible for Free School Meals will be made aware that they are not expected to contribute. 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 encouraged to participate fully in the trip or activity as long as parental consent has been given.

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

See Appendix 1 for a model letter taken from [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

## **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 other school clubs 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 Berkshire Maestros which provides peripatetic music teachers to teach individuals or small group lessons on the school site. They may also charge for the use of musical instruments.

We give parents information about additional music tuition at the start of each academic year.

## **Swimming**

The school organises swimming lessons in the school swimming pool. Lessons take place in school time and are part of the National Curriculum. We ask parents for a voluntary contribution to cover the cost of heating and maintaining the pool. We will 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 not normally the Governors' policy to charge for school organised onsite activities such as school clubs.

It is the Governors' policy to charge for offsite activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil towards additional staff costs, travel, board & lodging, materials, books, equipment, entrance fees and insurance. The following is a list of additional activities that may be organised by the school, which require contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- school trips abroad

- musical events

See appendix 3 for a model letter taken from [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

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

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

### **Residential Visits**

The school organises residential visits for Year 4, 5 and 6 children. The school will charge for the cost of board & lodging and ask parents for a voluntary contribution to cover the cost of transport, materials, entrance to any sites visited and charges for any activities to be experienced. If the visit cannot be funded without voluntary contributions this will be made clear from the outset. The contribution will not include the cost of any additional staff time or supply cover needed. Parents will be given the option of a payment plan to spread the costs of the residential visit.

Children of families on Free School Meals or in special circumstances will not be charged board and lodging and not asked for the voluntary contribution for travel and activities. This will be stated clearly on letters and is dealt with discretely and in confidence by the head teacher. The cost will be covered by funds available to the school, e.g. Pupil Premium funding received.

See Appendix 2 for a model letter based on one from [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

### **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
- defaced, damaged or lost library 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 disadvantage.

### **Lunches**

The school has a contract with an outside caterer (Caterlink) to serve lunch every day in the dining room. Children are asked at registration if they are having school dinner that day. Meals are paid through the school office or online via Tucasi, there is a link to their website on School's website. Information about how to apply for free school meals is available from the office and on the website.

**Appendix 1: Charging Model Letter Non Residential Trips in school time**

Proposed Visit to.....

I am writing to let you know that we are planning a school visit which your son/daughter may be involved in. The visit is to (insert destination) and will take place on/between (insert dates). The cost for each child is £ (insert cost) and this includes the cost of travel /admission charges.

The Education Act, 1996 allows the school to request a voluntary contribution for these costs.

As the school does not have the funds to cover the costs of travel/admission charges, I must ask all parents to make a voluntary contribution to cover them. If you receive certain benefits (for example : income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,190), these entitle your child to pupil premium and we will not need a voluntary contribution. (Please see the office for more information)

I would be grateful if you could complete the tear-off slip below to indicate if you will make a voluntary contribution and return it to the school as soon as possible.

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Please return to the school office by (insert date).

Name of Pupil..... Class.....

Proposed Visit to.....

I enclose a voluntary contribution of £ (please complete)?? to cover the travel/admission costs involved.

\*Delete as appropriate

**Appendix 2: Charging Model Letter Residential Trips in School Time**

The letter should include the following wording

The total cost for this residential trip to "place name" is £xx (made up of £aa for board& lodging and £bb for travel & activities). We will require an initial, non-refundable, deposit of £cc by date to secure the provisional booking that has been made, the balance being paid over following months. Should we not be able to secure a place for your child, your deposit will be returned. In the event of cancellation, refunds will be considered on an individual basis. All cheques should be made payable to Loddon Primary School.

Section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002 permits the school to make a charge only for the board and lodgings costs for this visit unless you receive one of these benefits: income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,190), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance. Should you receive one of these, you may not have to pay the board and lodgings charge (£aa) and this can be checked after you complete and return the attached tear-off slip. As the school does not have the funds to cover the costs of travel & admission charges we must also ask all parents to make a voluntary contribution of £bb to cover these costs. Unfortunately the visit can only go ahead if every parent is willing to cover the costs of the voluntary contribution. Without this financial support, we regret that the visit will not take place. If you receive certain benefits which entitle your child to Pupil Premium we will not need a voluntary contribution. (Please see the office for more information).

*Please acknowledge receipt of this letter by completing the relevant section of the slip below and return to the school office by date*

Yours sincerely

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Please return to the School Office by *date*

Year xx Residential Trip to place name on Date

Name of Pupil..... Class.....

**The total cost of the trip is £ xx** (consisting of £ aa for board and lodging and £ bb for travel and activities)

\*I would / would not \*like my child to go on the Residential Trip to place name on -----date ----

I enclose a deposit of £cc to secure a place

\*I am willing/not willing\* to pay in advance the board and lodgings charge of £aa for the above visit.

\*I am willing/not willing\* to make a voluntary contribution of £bb to cover the travel & activity costs involved.

\*I am/am not\* eligible for remission of the board and lodgings charge

\*Delete as appropriate.

**Signed:**.....**Name** ..... **Date**.....

**Appendix 3: Charging Model Letter Trips Outside School Time**

Proposed Visit to.....

I am writing to let you know that we are planning a school visit which your son/daughter may be involved in. The visit is to (insert destination) and will take place on/between (insert dates). The estimated cost for each child is £ (insert cost) and this includes the cost of travel/board/lodgings/admission/staffing charges.

The Education Act, 1996 allows the school to make a charge for this visit as it will take place wholly or mainly outside normal school hours and because it is outside the conditions put in place by this Act, namely:

- It is not an activity required to fulfil any public examination requirement.
- It is not an activity required to fulfil the national curriculum.
- It is not an activity required to fulfil religious education.

As the school does not have the funds to cover the costs of travel/admission charges, I must ask all parents to make a payment to cover the costs involved. Should all the parents of pupils wishing to go on the visit be willing to cover these costs, I will be writing to you again with a request for your payment before making firm arrangements.

Without this financial support, I regret that the visit will not take place.

I would be grateful if you could complete the tear-off slip below to indicate your willingness to pay the costs and return it to the school as soon as possible.

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Please return to (teacher/headteacher) by (insert date).

Name of Pupil..... Class/Form/Tutor Group.....

Proposed Visit to.....

I am willing/not willing\* to pay in advance a payment of £..... for the above visit.

\*Delete as appropriate.

**Appendix 4 : Charging for clubs run by the school held after school**

After school club:

I am writing to let you know that we are planning the following clubs which your son/daughter may like to be involved in.

The Education Act, 1996 allows the school to make a charge for this activity as it will take place wholly or mainly outside normal school hours and because it is outside the conditions put in place by this Act, namely:

- It is not an activity required to fulfil any public examination requirement.
- It is not an activity required to fulfil the national curriculum.
- It is not an activity required to fulfil religious education.

As the school does not have the funds to cover the resources and additional staffing, I must ask all parents to contribute towards the costs involved. Should all the parents of pupils wishing to go on the visit be willing to cover these costs, I will be writing to you again with a request for your payment before making firm arrangements.

Without this financial support, I regret that the club will not take place.

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Please return to the school office by (insert date).  
 Name of Pupil..... Class.....

I would like my child to do the following club (s)

After school club .....

I enclose a cheque to pay in advance a payment of £..... for the above visit.

If the club is oversubscribed you cheque will be returned

\*Delete as appropriate.