



# Charging Policy

## Introduction

At Clifton-upon-Teme Primary School we believe it is imperative to recognise the valuable contribution that a wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils' education; in particular their personal and social education.

## Aim

The school aims to organise and actively promote activities, visits and visitors which extend and enhance the curriculum, and which serve to augment our provision for personal, emotional and social development. This policy complies with Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England, and with guidance from Worcestershire Local Authority.

## Rationale

Any activity which takes place mainly during school hours and is an essential part of pupils' curriculum entitlement will be provided free of charge.

Nothing in this policy statement precludes the governing body from inviting parents to make a voluntary contribution towards the cost of providing additional activities, visitors or visits out of school for pupils.

## Voluntary Contributions

At Clifton-upon-Teme Primary School, we want to offer a vibrant school experience with a wide range of enhancing activities beyond the core curriculum. However, we can't afford to do everything we would wish without financial support from parents/carers.

No pupil will be excluded or treated differently if his/her parents/carers are unable to make a contribution. The school may subsidise an activity where there is a shortfall occasioned by insufficient income from voluntary contributions if the school budget will allow, but where the cost cannot be met through contributions then the activity may be cancelled.

We will endeavour to give as much notice as possible of any activities which will require voluntary contributions, and we will tell you at the outset if the activity cannot be funded without voluntary contributions. When voluntary contributions are requested, parents will be informed of how the cost is derived, and no pupil will be asked to contribute more than their equitable share of the cost.

If any parent/carer finds themselves in a position of financial hardship, they are urged to speak in confidence to the Headteacher.

### **Residential Visits**

For a residential visit where the majority of the visit is out of school time, we will charge for transport and board and lodging, but the charge will not exceed the actual cost. For residential visits, we will always offer the opportunity for payment through instalments.

Where parents/carers can prove they are in receipt of certain benefits, they may be exempt from paying the cost of board and lodging element of the visit. Please ask the Headteacher for a current list of qualifying benefits.

### **Charges for Optional Extras**

We can charge for any materials, books, instruments or equipment if you wish your child to own them. This means that we will make a charge for:

- Materials and components used in technology if your child is expecting to bring the finished product home and subsequently own it
- Cookery ingredients if your child will bring home the result
- Trips which are not part of the core school curriculum and are outside the normal hours of the school day
- Some after school clubs where specialist staff or coaches are used
- Invited speakers/guests demonstrating expertise in particular curriculum areas
- Additional musical tuition (peripatetic music tuition) where it is not part of the national curriculum and is provided for an individual pupil or for groups of up to four pupils.

We give our assurance that the charge made will not exceed the actual cost of provision (it is categorically not our intention to make a profit from such charges)

### **Breakages and Damage**

Parents/carers will be asked to pay for damage to school property or equipment where the damage is the result of a pupil's deliberate action.