

HIGH FIRS PRIMARY SCHOOL

CHARGING POLICY – October 2018

The law allows the governing body of High Firs Primary School to charge parents for some school activities and compels it to have a charging policy.

Voluntary contributions for activities as part of the Curriculum

Where activities take place during school session time, parents will be invited to make voluntary contributions towards the total cost. Such activities might include swimming lessons, class outings, day visits, trips to the theatre and any groups visiting the school for performances, such as theatre companies.

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. A child will not be debarred from taking part in the activity because parents cannot or will not contribute, but the activity may not take place, however, unless sufficient voluntary contributions are received to cover the cost. Parents will be given a breakdown of costs for each trip.

Parents are also asked to make a termly voluntary contribution, made payable to the school fund, of £2.00 per child for the first two children and a total of £5.00 for three or more children, per 2 terms. This funding is used for a variety of purposes to further support the children with additional resources, small items and projects so that the children can benefit from activities which are in addition to those funded from the school budget.

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, unless they are run by an outside provider.

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 peripatetic music teacher to teach individuals or small group lessons on the school site.

Swimming

The school organises swimming lessons for one year group of children. Lessons take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover the cost of transport to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself. 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

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.

Extended day services offered to pupils, such as any Breakfast Club and After School Club will incur a charge. When calculating the cost of optional extras, an amount may be included in relation to the cost of buildings and accommodation or non-teaching staff.

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 an organisation may charge parents.

Residential Visits

The school organises an annual residential visit for Year 5 and 6 children. The cost of the trip includes board & lodging, transport, materials and charges for any activities to be experienced. Parents will be given the option of a payment plan to spread the costs of the residential visit.

In order to remove financial barriers from Parents whose children qualify for Pupil Premium funding, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Their families will not be charged for board and lodging on residential visits out of school hours which contribute an essential part of the national curriculum. This is stated clearly on letters and is dealt with discretely and in confidence by the Headteacher.

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

Subject to the school recognising that accidental damage can occur, the school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness.

Damage to books, equipment or fabric of the building is unacceptable and offenders are expected to make good the cost of such damage. Parents will be charged for wilful damage by their children, to school property. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of the book.

Lettings

The school will make its facilities available to outside users at a scale of charges determined annually by the Finance Committee and form part of our separate lettings policy.

Other charges

The Headteacher or the Governing Body may levy charges for miscellaneous services up to the cost of providing such services, eg photocopying.

Special Educational Needs

The governing body confirms that no pupil with special needs or disabilities will be treated differently than any other pupil. Consideration will always be given, however, to all our children's circumstances when considering charging for activities.

Agreed by Staff & Governors – October 2018

Date of next review – October 2019