

This document is a statement of the principles of charging for activities and materials at Staveley CE Primary School.

The purpose of this Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

*Our guiding principle is that education should be free. Where activities are offered that entail an additional cost, parents will be invited to make a voluntary contribution. No child will miss a school run activity as a result of no contribution being made.*

The school day is defined as: 8.55am – 12.00pm 1.00pm – 3.15pm.

The Policy has been informed by:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'

The four guiding principles are:

- To maintain the right to free education
- To ensure curriculum activities wholly or mainly offered during timetabled hours are available to all pupils without charge
- To highlight governors discretion to charge for optional extras provided wholly or mainly outside school hours
- To enable schools to invite voluntary contributions from parents.

During the school day

- All activities that relate to the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity, (e.g. swimming coach transport). It excludes charges made for teaching an individual pupil or groups to play a musical instrument. Unless the music teaching or activity is an essential part of the National Curriculum.
- Voluntary contributions may be sought for activities during the school day which entail additional costs, for example a visit to a museum, historical site etc....
- In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Should there be any need for additional cost regarding content and delivery of any area of the curriculum that is above and beyond the norm, parents will be invited to make a voluntary contribution towards the cost of the activity:

1. Curriculum enrichment activities, e.g. visits from theatre companies.

2. Indirectly linked curriculum activities, e.g. circus skills workshops encouraging various co-ordination and fitness activities.

3. Identified trips and visits that enrich or bring the curriculum to life, e.g. farm, museum visits and other off site activities where transport and admission costs are incurred.

The school may charge for the following activities:

1. Music tuition

2. Optional extras that take place wholly or mainly outside the school day where parents have agreed to their child's participation

3. Materials or ingredients used in practical subjects where the parents have indicated in advance that they wish to own the finished article

4. Board and lodging for any residential activities

5. Trips organised by third parties.

Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

Education partly during school hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

Residential visits

If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit

- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

The school follows a long term plan for major residential visits to allow parents to plan for the costs. For those parents who request, flexible payment arrangements will be made available. These may be in the form of payment by instalments before or after the date of the activity.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

**Remissions**

We have a small fund to enable families in receipt of Pupil Premium funding to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Agreed by governors on .....

Signed: .....

Due for review by: .....