



## **PART A – PUPILS DURING THE SCHOOL DAY AND TERM-TIME**

The Governing Board's Policy on charging for activities will aim to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent or carer.

Those activities for which a charge may be made are governed by the Education Reform Act 1988 and laid down in the DFE Circular 2/89.

Education wholly or mainly within school hours will be provided free of charge. The exception to this is the provision of individual music tuition which is not a part of the normal delivery of the music curriculum and music lessons. Parents and carers may be asked to contribute in part or wholly to the cost of individual music tuition and also may have to provide, or contribute to the cost of, musical instruments, music scores and associated items.

If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent or carer. A charge may be made for activities which take place partly or wholly outside school hours. Out of school activities will be organised to supplement and support formal learning in curriculum areas and to provide further experiences to enable children to develop their full potential.

### **Optional Extras**

The School cannot require a pupil, parent or carer to pay for books and materials for use in connection with education provided within school hours. Parents or carers may be invited to provide or buy particular items on a voluntary basis e.g. Bible etc. but if unable or unwilling to comply no child will be disadvantaged.

### **Clothing**

The above does not apply to the official School Uniform, but the School, in conjunction with the LA, will use its discretionary powers to assist where able. This may be in the form of an LA Clothing Grant, where their criteria are met and if such a grant is available. In exceptional circumstances assistance may be given by the use of the School's voluntary funds. The School will supply essential protective clothing when necessary, e.g. safety goggles.

### **School Journey**

The School will charge only for board and lodging for those pupils involved in residential journeys, in line with sections 29-35 of DFE Circular 2/89. In addition, voluntary contributions may be requested to cover the cost of travel. All other costs of the School Journey will be borne by the School as the residential journey is a part of the school curriculum and is taking place in term time.

The Governing Board may at its discretion, and on recommendation of the Head teacher, remit part or all of the charge for a School Journey depending on exceptional circumstances where there is a proven extenuating social or financial need.

### **School Trips Abroad**

Education trips abroad and skiing holidays are only organised in the school holidays. These are always voluntary and parents and carers will be expected to meet the full cost. However, parents and carers who are in receipt of Income Support may be entitled to a grant towards the cost from

the LA. Applications will be made to the LA on behalf of the parent. All applications for grants from the LA (Uniform, Free Meals & Journey Grants) will need to be accompanied by evidence of the benefit received.

### **Day Educational Visits**

Parents and carers may be asked for a voluntary contribution towards the cost of day visits arranged for individual classes only if the school has insufficient funds to meet the cost. However no child will be prevented from taking part in the outing because parents are unable to pay. But it may happen that without sufficient contributions the activity may have to be cancelled. This will be made clear to parents in the letter advising details of the activity.

### **Educational Theatre Visits**

Parents and carers may be asked for a voluntary contribution towards the cost of theatre visits, visiting theatre groups performing at the School and similar activities arranged for individual classes only if the school has insufficient funds to meet the cost. However no child will be prevented from taking part in the outing or event because parents are unable to pay. But it may happen that without sufficient contributions the activity may have to be cancelled. This will be made clear to parents in the letter advising details of the activity.

### **Damage or Loss of Equipment**

A charge may be made for damage or loss caused by a pupil. This will be at the discretion of the Head teacher.

### **Examination Fees**

Pupils are not charged for exams, including awards for swimming and sport, for which they are prepared in school.

## **PART B – BEFORE AND AFTER SCHOOL CLUBS AND EXTENDED SCHOOL ACTIVITIES**

Parents and carers may be asked for a contribution towards before and after school activities and towards extended school activities which are not a part of the provision of the normal curriculum.

Parents and carers may be asked to pay a charge for their child to attend a before or after school club or to take part in extended school activities.

The Head teacher is responsible for determining the scale of charges for attendance at before or after school club activities or extended school activities and for keeping such charges under review from time to time.

The level of charges should only be sufficient to cover the cost of the provision of the activities and should not result in a surplus for which there is no clear purpose from which the children or adults will not benefit.

Normally one term's notice will be given in writing prior to the increase of any charge.

The current charges applying for before and after school activities and for extended school activities are as follows.

Breakfast Club            £3.00 per day, children will only be charged for the days they attend.

Comet Club                £12.00 per day 3:15 to 5:30

Receipts are given to parents when they pay for the Breakfast and/or Comet Club sessions.

After School clubs run by school staff cost £3 per session, unless an outside provider specifies an amount in excess of this for providing a service.

After School clubs run by outside providers may vary in cost due to fees charged by individuals

### **PART B – LETTINGS & USERS OF THE PREMISES**

The Governing Board does not approve letting of the school premises.

### **PART C – RECOUPMENT OF COSTS**

The Governing Board will ensure that all costs that should be recouped are received. Examples would include tuition costs of pupils where another local authority is responsible for the cost of the child's education, etc. Other costs to be recouped include staff meals, etc.

Procedures for recoupment of costs from parents:

1. School will text parent to inform that a cost has not been paid
2. School will send further reminder text(s)
3. School will phone parent and set a date when payment can be expected
4. School will phone parent and inform that unless the cost is paid that the provision will be removed
5. Provision will be removed