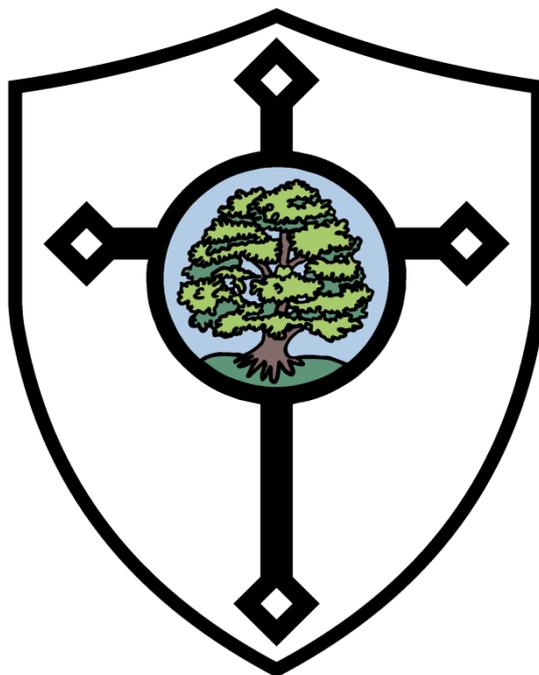


The New Forest C of E (VA) Primary School

at Landford, Nomansland & Hamptworth



Charging Policy

Adopted: November 2011

Last reviewed/approved: April 2019

Review: yearly

Status: statutory

Charging Policy

The New Forest Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. We have adopted the *'Fruits of the Spirit'* (Galatians 5:22) as our school values and expect these to be demonstrated by everyone in our school in accordance with our mission statement *'Growing and Learning Together through Christian Values'*.

1. Introduction

All the education we provide during normal school hours is at no charge to pupils. We do not currently charge for an activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

The growing financial pressures faced by schools may require the school to review its charging policy at any time to ensure it can afford to provide certain activities.

2. Voluntary contributions

- 2.1. When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary, however the school does rely on these contributions to ensure that these enrichment activities or trips can go ahead. If we do not receive sufficient voluntary contributions, we may cancel an activity or trip. If an activity/trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.
- 2.2. 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, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.
- 2.3. The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:
 - visits to museums
 - sporting activities which require transport expenses
 - outdoor adventure activities
 - visits to or by a theatre company
 - school trips abroad
 - musical events
 - extra-curricular school clubs

3. Residential visits

- 3.1. If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do need to charge to cover the costs of board, lodging and travel, although parents and carers who receive state benefits may apply for financial help from various sources. (The school can supply the names of financial

support organisations on request.) If we cannot raise sufficient funding to cover these costs, the child/children concerned will unfortunately not be able to participate in some, or all, of the residential visit. The school will try to support children to attend wherever possible, and will consider extending the payment period if this will help families stagger payments if required. If a child/children cannot attend, any aspects of the curriculum covered on the trip will be covered in other ways for those affected.

4. Music tuition

- 4.1. All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents and carers in receipt of state benefits may apply for financial help from various sources. (The school can supply the names of financial support organisations on request.) We give parents and carers information about additional music tuition at the start of each academic year.

5. Swimming

- 5.1. If the school organises swimming lessons these take place in school time and are part of the National Curriculum. We do ask for a voluntary contribution from parents and carers to cover the cost of transport. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

6. Sports coaching

- 6.1. If the school offers additional sports coaching after school with a coach, who is not a member of the school staff, we may make a small charge for these sessions.

7. School minibus

- 7.1. We normally charge if children are transported in a minibus to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip and maintenance of the minibus, and not to make a profit.

8. Additional considerations

The governing board recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family circumstances. To this end we will try to adhere to the following guidelines:

- We can establish a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first come first serve' basis discriminates against pupils from families on lower incomes and we will avoid this method of selection.
- Deposits paid by parents/carers for school trips will be considered non-refundable.

9. Monitoring and review

This policy is monitored by the governing board, and will be reviewed annually, or earlier if necessary.

Related policies:

- Curriculum Policy