

# Holy Trinity CE Primary School

## Charging Policy

### 1 Introduction

- 1.1 All education during school hours is free. We do not charge for any activity undertaken during school hours as part of the National Curriculum.

### 2 School trips/visits and activities during in school time - voluntary contributions

- 2.1 When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.
- 2.2 Parents/Carers have a right to know how each individual trip is funded. The school provides this information on request.
- 2.3 The following is a list of additional activities sometimes organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - sporting activities – sometimes involving transport expenses;
  - outdoor adventure activities;
  - visits to the theatre;
  - school trips abroad;
  - musical events.
- 2.4 Parents/Carers will be given reasonable advanced notice of proposed visits/ activities and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.
- 2.5 Where a trip covers more than one year group (A Key Stage theatre visit for example) then families with three or more children in those year groups will only be expected to contribute half of the usual fee.

### 3 Residential visits - Charges

- 3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging and may invite voluntary contributions to meet other costs associated with the visit.
- 3.2 Parents/Carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

**4 Refunds**

- 4.1 If the school has to cancel a trip then all parents who have paid will be given a full refund.
- 4.2 Refunds will not be given where a child is unable to attend a trip because of illness etc, unless there are very exceptional circumstances. This will be at the discretion of the Head Teacher.

**5 Swimming**

- 5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

**6 Out of School clubs and activities**

- 6.1 The school offers a range of out-of-school clubs – WE DO NOT MAKE A CHARGE FOR THESE ACTIVITIES.

**7 Childcare**

The school will aim to promote financially self-sustainable childcare with full regard to existing provision within the locality.

**8 Transport to Extra-Curricular Activities**

- 8.1 Parents/Carers may be charged to cover the transport expenses associated with of the trip an extra-curricular activity. Charges for transport will be strictly based on covering actual costs (as defined in legislation) with no profit element.

**9 Loss of/ Damage to School Property**

- 9.1 Parents/Carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's misbehaviour.

Signed: .....  
Chair of Governing Body

Date approved  
By Governing Body: .....

Date for next  
Governing  
Body review: .....