

# Peter Gladwin Primary School

## Charging Policy

### 1. Introduction

- 1.1 This policy relates to charges made for offsite educational activities and extra curricular activities, including expert visitors to the school that are planned to enrich and enhance the curriculum.
- 1.2 Charges relating to use of the school premises are in a separate Lettings Policy.
- 1.3 All education during school hours is free. At Peter Gladwin Primary School we do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

### 2. Voluntary contributions

2.1 When organising school trips or visits planned to enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may find it necessary to cancel a trip. If a trip goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent/carer 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 and sometimes the 'Friends' Association may support the visit. Parents/carers have a right to know how each trip is funded and the school will provide this information on request.

2.3 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as extra curricular activities. This list is not exhaustive but may include:

- Visits to museums, the theatre, and other places of interest in the locality.
- Sporting activities which require transport expenses.
- Outdoor adventure activities and residential trips.
- Musical events.

2.4 At the beginning of each term parent/carers are provided with an overview of trips for the year ahead through the topic overview for parents/carers.

### 3. Residential visits

**3.1** Our residential trip is an optional opportunity for children in Y5 and Y6. There is a charge to cover the cost of the trip that can only take place if enough children take up the opportunity. In case of financial hardship the school will endeavour to bid for funding from the charitable sector for support towards the costs for 1 or 2 children. If parents are experiencing financial difficulty, they are invited to contact the Headteacher in confidence. Consideration will be given to a family's particular circumstances and arrangements made to manage the cost of the visit on case by case basis.

#### **4. Music tuition**

**4.1** All children study music as part of the usual school curriculum. We do not charge for this.

**4.2** There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. A charge is made for these lessons. If parents/carers are experiencing financial difficulty, they are invited to contact the Headteacher in confidence. Consideration will be given to a family's particular circumstances and arrangements made to manage the cost of the tuition on a case by case basis. We give parents information about additional music tuition at the start of each academic year.

#### **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. A contribution to the cost of travel is requested.

#### **6. Safeguarding**

All off-site educational activities and extra curricular activities are risk assessed in accordance with the schools Health and Safety and Safeguarding procedures.

#### **7. Linked policies:**

Off-site activities Policy  
Health and Safety Policy  
Equal Opportunities Policy  
Risk Assessments  
Safeguarding