

Hendal Primary School Charging Policy

1 Introduction

- 1.1 All education carried out by school staff *during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. This policy is written with the understanding of Sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England. This policy has been written to provide at-a-glance information and complements the information given in "A Guide to the Law for School Governors" (Chapter 23). This policy accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms. The guidelines are also referred to in paragraph 1.82 in the School Admissions Code, and in para 1.97 in the revised School Admissions Code (**in force from 10/2/09**).

2 Voluntary contributions

- 2.1 When organising school trips or visits to enrich and enhance the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. **If we do not receive sufficient voluntary contributions, we will cancel a trip.** If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. If a child qualifies for Free School Meals the voluntary contribution for the trip is half price.
- 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. **The school IS NOT under any legal obligation to pay additional costs in order to support the visit.** Parents have a right to know how each trip is funded. 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, or charges to parents. These activities are known as '**optional extras**'. This list is not exhaustive:
- visits to museums;
 - sporting activities which require transport expenses;
 - visits to or by a theatre company;
 - musical events
 - interactive visits i.e Magna,
 - Robinwood, Scarborough Residentials

* Staff may charge for their time outside school hours and their contracted hours

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 make a charge to cover the costs of activities provided by external providers not directly linked to delivering the National Curriculum, board and lodging and parental voluntary contributions are requested for travel expenses. There are certain exemptions for parents in receipt of various state benefits. These usually only apply in certain cases and are subject to change. The office staff will be able to supply the latest details. If there is insufficient contributions to make the visit financially viable to the school the visit **WILL BE CANCELED** see 2.1 & 2.2

4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 Individual Brass and woodwind tuition is provided by the LA Music centre who make their own charges. These take place in school hours **BUT** are not part of the curriculum and in groups not exceeding 4.

5 Charging for materials

- 5.1. School can if required make charges for Design & Technology, Art & Design or other projects Example: Grow IT Cook IT related activities. In accordance with the 1996 Education Act, the school may make charges for materials used if the parent or child wants to own the finished product. In this case we will always advise parents in advance of the cost.

6 Monitoring and review

- 6.1 This policy is monitored by the governing body, the Headteacher and the Educational Visits Officer. It will be reviewed every year or earlier if necessary.

Signed Chair of Governors

Signed Headteacher

Signed Educational Visits Officer

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