



**STAINCLIFFE**  
CE JUNIOR SCHOOL

# Charging for School Activities Policy

**Reviewed February 2019**

## **Introduction**

The Head Teacher and the Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aim to promote and provide such experiences for the pupil, both as part of a broad and balanced curriculum and as additional optional activities.

However many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

**Responsible Person:** N Finch – School Business Manager

**Adopted by-**

Headteacher.....Mrs E Hobson.....

Chair of Governors.....Mr M Patel.....

**Review Date:** February 2020

This policy will set out the circumstances in which contributions will or will not be required for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

This policy is formulated using DFE guidance document ' Charging for School activities' October 2014 which highlights section 449-462 of the Education Act 1996 setting out the law on charging for school activities in maintained local authorities in England.

This policy is subject to annual review in line with budget constraints.

## Educational visits and activities

Activity	Policy
Residential courses in school time	Parents are required to meet the full cost of the residential visit, except for children in receipt of pupil premium funding, where the cost may be supported by school funds, by prior agreement with the Head Teacher. The Head Teacher will inform families in receipt of free school meals of their entitlement to claim these activities for a reduced fee.  The School will subsidise the total cost of residential trips by £5000 per annum. This includes the cost of subsidising those in receipt of pupil premium funding..
Activities within school hours and within the national curriculum	Parents cannot be charged for educational activities within school hours. When additional costs are incurred by the School in providing additional activities such as educational visits, parents will be requested to make voluntary contributions, however no child will be excluded because his or her parent cannot or will not make a contribution.  The maximum amount parents will be asked to contribute voluntarily per year is £30 per child.  The School will subsidise educational visits by £30 per child in receipt of pupil premium funding per year group per year in order to keep educational visits affordable for all families.
Activities outside school hours not within the national curriculum	Parents may be required to meet the full cost of activities which are outside school hours and outside the national curriculum. Wherever possible the School aims to keep these free of charge or subsidised to ensure all pupils can benefit.
Theatre visits and speakers to school	School will fund all visits by theatre groups and speakers to the school.
Whole class music tuition within school hours	School will fund all whole class music tuition.
Ingredients/materials for practical subjects	School will fund all materials for practical subjects and parents will not be charged.

**If the income for each activity does not meet the overall costs, such activities may have to be cancelled. Parents/Carers will be informed of this when requesting their voluntary contributions.**

## Others activities or chargeable events

Individual Instrumental Music Tuition	Where a child receives an 'outside' tutor, such as Kirklees Music School, for individual music tuition, parents will be charged for tuition. If a parent cannot afford the tuition fees, costs may be supported by school funds, by prior agreement with the Head Teacher.
Lost school equipment, books etc	Parents may be requested to replace school equipment, books, etc which have been lost by their child.

Breakages and damages to school buildings, furniture or property	Parents will be charged for damage to school property (or the property of a third party) caused by their children's misbehavior, wilful act or carelessness. This will be determined by the headteacher.
Book Bags	All children will be given a book bag free of charge when they start the school. Replacement book bags will be charged at £3.50 each
Book bags, swimming caps and other specific equipment	The school will have available for sale certain items/ equipment (which the children will then own) such as book bags, swimming caps, revision books etc. These will be sold to parents on a non- profit making basis.

### **Data Protection**

The school has introduced Parentpay as a method of collecting dinner monies and trip monies and is working toward being a cashless school. This ensures that those pupils who are entitled to free activities cannot be publically identified. This is particularly important as fear of stigmatisation is often a key element in the non-take up of free school meals. Free school meal take up is key element of the school budget and the School encourages anyone who is entitled to free school meals to claim them. Individual class teachers, office staff and senior management are the only members of staff who know who claims free school meals.