



# Holbrook Primary School

Headteacher: Mr Roger Whitewick M.A. B.Ed (Hons)

## CHARGING POLICY

### Background

The general principles of charging as directed by the Education Reform Act 1988 are:-

- To maintain the right to free school education so that any activity which takes place during the school day or is an essential part of the National Curriculum is provided free of charge.
- To establish that all activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parent's ability or willingness to pay or help meet the costs.
- To confirm the right of schools to invite voluntary contributions in support of any activity organised by the school whether during or outside school hours. There is no obligation on parents/carers to make a voluntary contribution and pupils whose parent/carer do not make a contribution will not be treated differently on this account.
- To give schools the discretion to charge for **optional** activities provided wholly or mainly out of school time.

### Music Tuition by Visiting Instrumental Teachers

Pupils will be given the opportunity to participate in music tuition. This opportunity will be advertised to parents at least annually. The cost of the lessons will not exceed the cost to the school of the teacher. Parents/Carers must pay for lessons termly in advance. Music lessons are booked for 2 terms in advance and the full course of music lessons must be completed before the booking can be cancelled. The cost of the lessons will not be refunded if a pupil ceases to attend music tuition or does not complete the course. There will be no charge to pupils where whole classes or cohorts are taught by a visiting instrumental teacher under the 'Wider Opportunities' project.

### Residential Activities

The school will make a charge to cover the costs of board, lodging and will ask for a contribution towards travel expenses which will not exceed the actual cost. Parents/Carers in receipt of pupil premium will be entitled to 90% remission under this policy. If a residential trip is not related to the National Curriculum, or if more than 50% of the total activity time occurs out of school hours, all parents will be asked for the total cost.

Parents booking places on residential trips will provide a non-refundable deposit. A payment plan with dates will be clearly stated in the initial letter. Parents will be informed about the date beyond which payments cannot be refunded in the event of a cancellation.

## Other activities

When organising school trips, visits, activities etc which will enrich the curriculum and educational experience of the children, the school will invite parents/carers to make a voluntary contribution to the cost. If we receive insufficient voluntary contributions the activity may be cancelled or we may seek a contribution from the School Fund Account or the PTA. This will be at the Headteacher's discretion. If a trip goes ahead, it may include children whose parents have not paid any contribution. Activities for which we will ask for a voluntary contribution will include but are not limited to day visits, swimming, theatre visits, art, craft and cookery where the parents wish to own the finished product. Normally, school will not make a charge to parents for visits to school from theatre groups, musicians or artists. If a planned activity has to be cancelled all monies will be returned. Where a child is unable to attend a trip, or similar opportunity, due to illness or other reason, the school will return money where no cost has been incurred. This may mean that only part of the total cost is refunded, e.g. the entrance fee may be returned but the proportion for coach travel retained. This is because the cost of coach travel is a factor in arriving at the cost per pupil of a trip.

## Damage to property and equipment

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher may decide it is necessary and right to make a charge. The charge may include the full replacement or repair cost plus an administration cost. Each incident will be dealt with on its own merit.

## Special Needs

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a disadvantage.

## Other Information

Although we won't exclude a child from an activity because a contribution has not been paid, we will seek information about the reason they could not or would not pay.

Any parent having difficulty in affording contributions may apply for support to the Headteacher in writing or in person.

Clubs and out of hours activities which are provided by external organisations, e.g. Golf lessons, may involve a charge. The school will consider the reasonableness of this charge before signing any agreement with an outside provider.

## Policy Review

This policy should be considered alongside other relevant policies. It will be reviewed by the governing body as part of its schedule of policy review.

Reviewed November 2015