

# Charging Policy

## Introduction

Earlham Primary School believes that all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

This charging policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils from taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging for school activities, which will be kept under regular review. The review date for this policy is recorded at the beginning of the document.

All Education during school hours is free.

We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

This document outlines the following:

- Voluntary contributions
- Activities where no charges will be made
- Activities where charges may be made
- Additional Considerations

### **1. Voluntary Contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils.

All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents that do not make such contributions will be treated no differently from those who have.

The Law says:

- If an activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit

The following is a list of additional activities 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 which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- School trips
- Musical events

Parents have the right to know how each trip is funded. The school will provide this information upon request.

**2. No Charges will be made for:**

- a) Education provided during school hours (including the supply of any materials, books, instruments or any other equipment)
- b) Education provided outside school hours if it is part of the National Curriculum or part of the syllabus for a prescribed public examination that that the pupil is being prepared for at the school, or part of the school’s basic curriculum for religious education;
- c) Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the national curriculum
- d) Education provided on any trip that takes place during school hours
- e) Education provided on any trip that takes place outside school hours;  
if it is part of the national curriculum  
if it is part of the schools basic curriculum for religious education
- f) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- g) Swimming  
the school organises swimming lessons for one year group of children. Lessons take place in school time and are part of the National Curriculum. Parents are informed when these lessons are to take place, and we ask parents for written permission for their child to part in these lessons.

### **3. Activities for which charges may be made:**

- a) Activities outside school hours  
non-residential activities (other than those listed in 2 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts as occurring in school hours)
- b) Residential Activities  
Board and lodging costs of residential trips during school time. However pupils whose parents are in receipt of certain benefits may be charged at a lower rate for these costs. For residential trips deemed to take place outside school time charges may be made (other than those listed in 2 above)
- c) Music Tuition  
there is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid directly to the Music Centre which provides peripatetic music teachers to teach individuals or small group lessons on the school site.
- d) Loss or damage to School Property  
Parents of a pupil who damages or loses any item of school property or equipment, including for example, windows or computer equipment, are liable for the cost of repair or replacement. This formal statement has to be made available to all parents.
- e) Activities not run by the School or Local Authority  
When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents.
- f) Charging in Kind  
The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owed and taken home by the pupil afterwards e.g food products, models containing electrical equipment or batteries. The school will inform parents prior to activities giving them the choice to pay for materials or purchase their own for the activity.

### **4. Additional Considerations**

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible, publish a list of visits (and approximate cost) at the beginning of the school year so parents can plan ahead
- Establish a system for parents to pay in instalments

- When the opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- Acknowledge that offering opportunities to pay on a 'first come, first serve' basis discriminates against pupils from families on lower incomes and will avoid that by accepting permission slips on a 'first come, first serve' basis without deposits.

### 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 substantial disadvantage.