



## Charging Policy

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Headteacher's Approval	Caroline Stewart		17 <sup>th</sup> February 2016
Chair of Governors' Approval	Sam Tipler		
Recommended Review Date:	February 2017	(Annually)	

### Version Number

This document is issued and maintained in accordance with Cogenhoe Primary School procedures. Any changes must be clearly identified and discussed with the Governors. The most recent version must be detailed to staff and kept with the other policies for all appropriate stakeholders including parents where applicable.

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>	<b>Changed By</b>
1	November 2014	Consultation with parents (October 2014) Implemented & Written	CS
2	February 2016	Minor amendments	CS

## **CHARGING POLICY**

The Governors and Staff of Cogenhoe Primary School value the benefit that pupils gain from educational visits, whether they are day trips or residential; arts-related performances or sport focused to encourage a healthy lifestyle and promote positive partnerships in and out of school. At our school, we believe these enrichment activities are fundamental, as they bring the curriculum to life and provide pupils with further opportunities to support and challenge their learning.

Due to the value, we believe these enrichment activities provide; we are committed to all pupils having equal access and opportunity to participate. In light of this, we acknowledge our responsibilities with reference to the 1988 Education Act.

### **Education Reform Act 1988 -Charges for School Activities**

The objectives of the charging provision in the 1988 Act are:

- To maintain the right to free school education
- To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their Parents' ability or willingness to help meet the cost
- To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give LEAs and schools the **discretion** to charge for optional activities provided wholly or mainly out of school hours
- To confirm the right of LEAs and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Due to these objectives and following consultation with our parents (October 2014), we have outlined the following principles in our policy.

### **Residential Visits**

Residential are offered in Year Six and a provisional visit is always made, so that the school has a clear understanding of the costs involved. Cogenhoe Primary School, will only charge families to cover the costs for the trip including staffing and transport; we will not make a profit.

To ensure the trip is viable and that families are happy to support the trip, an initial letter is circulated well in advance of any payment being accepted. In addition, staff involved in the residential including the Headteacher, will provide an informative presentation, so that parents are fully informed of the educational benefits.

The purpose of the letter is to ensure that families are aware of the nature of the proposed activity. In addition, an approximate cost is given; including information about a non-refundable deposit, if this is appropriate. A permission sheet is also attached, which must be returned with the non-refundable deposit to register interest.

Through the letter and presentation, it is made clear from the outset that the trip will only take place if there is enough interest to make the trip viable. In addition, the residential will only be confirmed once deposits have been taken. If the trip is unable to proceed due to lack of sufficient funds and interest, all deposits will be returned to families.

At the presentation and through the letter, parents who are unable or unwilling to meet the cost are asked to contact the Headteacher for a confidential discussion and support is given where possible.

Unfortunately, as a school we are unable to fund these excursions for all pupils. However, there are occasions when the school can use money from Pupil Premium to support families with the costs. This only applies to families who are entitled to Free School Meals and receive one of the qualifying benefits e.g. families receiving income support.

### **Day Educational Visits**

A letter detailing the visit and its education benefits will be sent to Parents and a voluntary contribution will be asked for to cover the cost of transport and entrance fees. A permission slip will also be included, so that the school can ensure the trip is financially viable and of interest to children and their families. Similarly, to the residential letter, families are asked to consult with the Headteacher if this presents any difficulty so that financial arrangements can be made. To ensure, we are dealing with all families fairly, parents who do not send reply slips are discreetly contacted by the school office or class teacher, by text and phone to ensure that all children benefit from the visit. However, the outcome of this will not hinder any child's participation in the enrichment opportunities that the school provides.

There are occasions, when the school can use money from Pupil Premium to support families with the costs. This only applies to families who are entitled to Free School Meals and receive one of the qualifying benefits e.g. families receiving income support.

### **Sporting Activity**

As part of the curriculum, we provide our children with different opportunities such as swimming. When Key Stage Two, children are taken swimming, school will meet the costs of the lessons for each child. However, parents are asked to make a contribution to subsidise the transport. As with other trips, letters are sent out to outline the purpose of the activity and families are welcomed to discuss any element

of the costs with the Headteacher. When a slip is not returned, the family will be contacted discreetly either by the office staff or teacher through text and by a phone call if necessary.

### **Notice of Costs**

A minimum of one month's notice will be given to Parents of the costs for day visits and at least six months for residential visits.

### **Musical Instruments and Tuition**

As places become available for tuition, children are asked about their interest in that particular instrument. Those who express interest take home a letter asking for permission for the child to be auditioned. If the child is accepted, a second letter is sent stating the Parents' responsibility for the loaned instrument and the termly fees to be paid in advance, and the notice to be given.

There are occasions, when the school can use money from Pupil Premium to support families with the costs. This only applies to families who are entitled to Free School Meals and receive one of the qualifying benefits e.g. families receiving income support.

### **Visiting Artists (e.g. Theatre Companies)**

As part of our enrichment, there are many visits and visitors that come into school to extend the children's understanding of a particular area. In the majority of instances, the school meets the cost through School Fund or Curriculum Costs. On the rare occasions when this is not possible, parents are asked for a voluntary contribution through a letter, which requires the return of a reply slip. If a child's family decide not to contribute, the child is not excluded due to non-payment.

### **Breakages**

As a school we recognise that equipment does get broken accidentally. However, if non-accidental breakages occur including damage to the fabric and furnishings of the school due to misbehaviour, the parents may well be invoiced for the full cost. It is the decision of the Headteacher to charge parents in this situation.

In addition, the Headteacher, will also decide whether families will be charged for loss or damage to loaned equipment or resources, e.g. reading and spelling books and homework diaries.

### **Milk**

All children before their fifth birthday are entitled to free milk. Following this, parents have the option to purchase milk for their child through the appropriate company who supply the school.

