

# Vicarage Primary School: Charging Policy

## Introduction

The Head teacher and Governing Body recognise the value of providing a wide range of real life experiences that will enrich and extend pupils' learning and contribute to their personal development. With this in mind the school organises a wide range of educational visits and visitors throughout the year. Although many of these are free, there are some that will require a fee towards which the school may have to seek parental contributions.

The policy is drafted in line with the Education Act 1996 which states that no charge can be made for education during school hours with one exception which is music.

## Aims of policy

As a school we aim:

- To make school activities accessible to all students
- To ensure that activities take place at a minimum cost to parents, carers and pupils
- To encourage participation in external activities which give added value to the curriculum
- Consider individual family circumstances while not adding unexpected pressures to the school budget

## Education Visits

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. Parents/carers are asked to contribute towards an educational visit to extend learning. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. Where an outside provider is used for out of school activities a voluntary contribution will be sought.

Parents/carers will receive adequate notice of educational visits noting those that may require parental contribution. No pupil will be excluded from an activity because his or her parents/carers cannot or will not make a voluntary contribution. **However, in the case where the school does not receive sufficient contributions the visit may be cancelled.**

All information relating to methods of payment will be confidential and parents/carers are welcome to discuss concerns with the Headteacher.

## Exception

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the National Curriculum the Mayor's Every Child a Musician initiative. These may not be equally divided amongst the three terms. There will be no refunds for missed lessons.

## Residential Activities

No charge is made for a residential activity taking place largely during school time where this charge is for education or for the cost of travel. Charges are made to cover board and

lodging. Children of parents receiving Income Support or Family Credit have the right to claim for reduced lodging and transport costs.

### **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Lettings**

A copy of the lettings policy can be obtained from the main office.

*In case of financial difficulty parents should contact the Headteacher.*

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| Reviewed:                   | Spring 2016                      |
| Ratified by Governing Body: | Spring 2016                      |
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| Custodian:                  | Governing Body/Finance Committee |