



## Woolsery Primary School Charging Policy

### 1 Introduction

Woolsery Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means that the children have an entitlement to benefit from all educational activities and to:

- participate fully in the school curriculum
- contribute to all aspects of school life
- be a valued partner in the process of education.

These objectives must be seen to inform educational activities, whether in or outside school, and are therefore integral to the process of charging for school activities.

### 2 We Aim:

- to make school activities accessible to all students
- to encourage and promote external activities which give added value to the curriculum
- to provide a process which allows activities to take place at best value
- to respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

The development of a range of activities forms part of the school's forward planning process and is linked to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities.

It includes a number of key factors:

- value of certain activities in relation to age/needs of pupils
- cost of an activity set against its educational value
- how the activity will be paid for
- appropriate process for fund raising
- an assessment of whether the educational aims can be met in any other way
- an understanding of the various types of activities involved, for example, educational visits
- reference to additional or hidden costs, for example, lunch or pocket money
- an assessment of local facilities.

### 3 Legislation

#### 3.1 During School Hours

The DFES in its 'Guidance to School Governors' states that 'Education provided during school hours must be free'. It goes on to advise that although schools cannot charge for school time activities (except private and or peripatetic music tuition), they may still invite parents and others to make voluntary contributions. The essential point is that **no pupil may be left out of a curriculum based activity because his or her parents / carers cannot or will not make a contribution of any kind**. However, if sufficient funds to make the trip viable are not raised, the school reserves the right to cancel the activity. The Governors have set this amount at 90% of the total cost.

### 3.2 Outside School Hours

Parents / Carers can only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or religious education. The Education Reform Act 1988 described activities, which can be charged for as 'optional extras'. It is up to the LEA or Governing Body providing the activities to decide whether to make a charge.

### 3.3 Residential Activity

For a residential activity taking place during school time (e.g. the Y5/6 residential to Bude) a voluntary contribution will be requested for the education and the travel costs. These two charges will be clearly separated and explained to parents. In the event of insufficient voluntary contributions the trip will not take place.

When a parent is unable to make the full contribution that is suggested by the school, a lesser contribution may be negotiated to ensure some contribution is made towards the cost. The school fund may subsidise an activity where there is a minor shortfall occasioned by insufficient income generated from voluntary contributions.

## 4 Remissions Policy

Woolsery Primary School will arrange a programme of visits, which are directly related to the curriculum delivered. The visits will be in one of the following categories:

### 4.1 Curriculum Related Visit

A voluntary contribution towards costs will be requested unless the activity forms part of the Forest School programme, in which case no parental contributions will be sought.

### 4.2 Non-Curriculum Related Visit

Parents will be asked to make a voluntary contribution in order for the visit to take place.

### 4.3 Residential Visit (Primary Guarantee)

Families in receipt of income based job seekers allowance or Family Tax Credits will receive reduced rates for board and lodgings if requested.

Teachers will ensure that these children are not publicly identified or stigmatised.

#### 4.4 Informing Parents

A summary of this policy will be in the school Prospectus.

#### 5 Charges:

Charges may be levied for optional extras outside school hours.

#### 6 Breakages and damages:

Parents may be asked to pay if their child damages school property or equipment. The school may suggest that parents meet the cost of repair or replacement when their child's wilful action has resulted in another child's property being damaged.

#### 7 Implementation

Planning, as part of the process of budget planning is essential to developing a charging policy at Woolsery Primary School which recognises equality of access.

We will endeavour to produce a programme of activities based on a clear set of priorities identified by the school and taking into consideration projected numbers of children, cost per head and breakdown of transport costs, entry fees, discounts, teachers costs etc.

Such a process however should not inhibit flexibility and the capacity of the school to take advantage of opportunities that arise during the course of the year.

These will be implemented in a way which is consistent with the schools overall policy.

#### Versions:

DRAFT September 2007

ADOPTED January 2008

REVIEWED December 2014

REVIEWED October 2015

REVIEWED November 2016

REVIEWED May 19