

## Policy on Charging

### 1 Introduction

- All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the Early Years Foundation Stage or National Curriculum, with the exception of some individual or small-group music tuition.

### 2 Voluntary contributions

- When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. The school subsidises the costs of visits and activities through the school budget. If we do not receive sufficient voluntary contributions, we may cancel a visit or activity. If a visit or activity goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- If a parent wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the visit or activity. The school pays the additional costs in order to support the child. If we cannot raise sufficient funding through voluntary contributions, the activity may have to be cancelled.
- The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
  - board and lodging for residential visits;
  - music tuition;
  - extended services eg after-school and breakfast clubs.
- In the Early Years Foundation Stage (Nursery and Reception) parents are invited to make a voluntary weekly contribution to support the purchase of additional resources, such as supplies for food technology. Parents are informed regularly about the utilisation of these contributions.
- Funds raised from donations and fundraising events are held in the school's private school fund, and used to support celebratory events such as parties, or to buy resources to support the children's learning and/or school experience. Parents are notified of this practice through newsletters.

### 3 Residential visits

- If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we suggest a charge to cover the costs of board, lodging, transport and activities. Additional costs, such as supply cover for staff attending residential visits, are covered by the school through its Study Support allocation.
- Arrangements are always offered for parents to make contributions over several months. Subsidies are provided through the School Budget and/or Pupil Premium for children in receipt of free school meals or looked after children. However, if we cannot raise sufficient funding through voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.
- **The school operates a deposit and staged payment system in line with the payments requested as part of the terms and conditions of external providers, such as coach**

companies, outdoor centres and hotels. If staged payment voluntary contributions are insufficient, the visit may have to be cancelled.

#### **4 Music tuition**

- All children study music as part of the normal school curriculum. We do not charge for this.
- If children are chosen to represent the school in musical activities, the school pays for costs such as entry fees and transport.
- There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. The Tees Valley Music Service makes a charge for these lessons, but parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition as places arise.

#### **5 Sporting Activities**

- The school organises swimming lessons for Y3 and Y4 children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, including transport costs.
- If children are chosen to represent the school in sporting tournaments, the school pays for costs such as entry fees and transport.

#### **6 Representing School**

- If children are chosen to represent the school in any other capacity e.g. School Council, Sports Crew, playleaders, the school pays for costs such as transport.

#### **7 Extra-curricular Activities**

- The school offers a wide range of extra-curricular activities at lunchtime and after school, organised and run voluntarily by staff. In these cases, no charge is made to children. Should any clubs be led by coaches or outside agencies, a charge may need to be made for children attending.

#### **8 Monitoring and review**

This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.

September 2016