



## **TROTTS HILL PRIMARY SCHOOL AND NURSERY**

### **Charging Policy**

**Last review:** December 2015  
**To be reviewed:** December 2017

**Adopted by Governors:** .....

**Date:**.....

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.

### **Voluntary Contributions**

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the event. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the event. If an event 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 trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

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.
- Visitors to school e.g. Victorian, Tudor, Viking days

### **Residential visits**

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- Income Support;
- Income-based Jobseeker's Allowance;
- Income related employment support allowance
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income, assessed by the Inland Revenue, does not exceed £16,190 (2015)
- Pension Credit (Guarantee Credit)
- Working Tax Credit

**Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits may get help with payment. We give parents information about additional music tuition at the start of each academic year.

**Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time. We ask parents to make a voluntary payment for these lessons to cover the cost of specialist tuition and transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. No child is excluded from these lessons by the school.

**Breakages and Lost or Damaged Books**

Where a child's actions incur extra costs to the school, by breakage of equipment, damage to premises, loss or damage to text books or library books, parents may be invited to pay a contribution to cover the whole or part of the cost.

**Extra Curricular Activities**

The school will endeavour to offer the children a range of optional extra curricular activities to widen their experiences e.g. French club, art, netball, hockey, football, dance, rounders, writing club, multi sports clubs. Parents may be asked for payment if outside specialist teachers/coaches are employed to run the clubs. Parents with financial difficulties whose children wish to participate will be invited to discuss individual needs with the Headteacher.

**Curriculum**

The design technology curriculum requires the children to plan, design and make items which sometimes require mechanisms etc. to make them work. At the end of projects, if the children would like to bring their working model home, it may be necessary to make a small charge to cover the cost of the mechanisms and specialist materials.

## Refunds and Repayment

Where an activity makes a surplus, refunds will be issued by Finance Manager/Secretary surplus of 5% or more of the total cost per person or £5 or more per person.

Payment made for trips, swimming etc. will not be refunded as the costing for the trip will have already been calculated