

# CHARGING POLICY



**BASED ON THE DONCASTER LA APPROVED POLICY  
GOVERNORS APPROVED POLICY DECEMBER 2015  
TO BE REVIEWED DECEMBER 2016**

**WAVERLEY PRIMARY SCHOOL  
DATED DECEMBER 2015  
(REVIEWED: ANNUALLY)**

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>DIANE HUMPHREY</b>
<b>APPROVED:</b>	<b>DATE: DECEMBER 2015</b>
<b>SIGNED:</b>	<b>ROLE:HEADTEACHER</b>
<b>SIGNED:</b>	<b>CHAIR OF SAFEGUARDING COMMITTEE</b>
<b>TO BE REVIEWED:</b>	<b>DATE:DECEMBER 2016</b>

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All education during school hours is free. The school does not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

## **Voluntary Contributions**

The school may ask for a voluntary contribution towards the cost of:

- Any activity which takes part during school hours which enriches the curriculum and educational experience of the children, e.g. a theatre group. If the school does not receive sufficient voluntary contributions the event may have to be cancelled. However, if an event goes ahead, it may include children whose parents have not paid any contribution. Such children should not be treated differently from others
- Often the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school can provide this information on request.
- The following is a list of additional activities organised by the school which require voluntary contributions. These are known as 'optional extra'. This list is not exhaustive:
  - Visits to theatres and museums
  - Visits to outdoor adventure centres
  - School trips
  - Sporting, ICT and art activities which require transport costs
  - Musical events
  - Visitors to school, e.g. Tudor, Victorian or Viking days

## **Residential Trips**

The school is permitted to charge for the cost of activities, board and lodging during residential school trips. The cost must not exceed the actual cost of the provision.

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

These support payments are:

- Income Support
- Income based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the claimant does not also receive Working Tax Credit, AND whose annual income (assessed by the HM Revenue and Customs) does not exceed £16,190.00
- Guaranteed element of State Pension Credit
- An income related reemployment and support allowance that was introduced on 27 October 2008

Deposits for all residential trips are non-refundable.

## **Music Tuition**

All pupils study music as part of the normal school curriculum. This is not charged for.

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However, the Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new regulations which came into force in September 2007 provide pupils with greater access to vocal and instrumental tuition.

With this in mind, the school may charge for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Where peripatetic music lessons are taken, lessons must be paid for in advance as far as possible. If parents are experiencing financial difficulty, they are invited to discuss the matters in confidence with the school.

## **Swimming**

The school organises swimming lessons for pupils in Key Stage 2 during Year 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity. 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.

## **Food Technology/Design Technology**

The technology curriculum requires pupils to plan, design and make items. Often it may be necessary to make a minimal charge to cover the cost of specialist materials, e.g. in food technology.

## **Extra Curricular Activities – Optional Extras**

The school aims to offer pupils a range of optional extra curricular activities to widen their experiences. Parents may be asked for a payment to cover the cost of the club or if outside specialists/coaches are employed to run the club. Extra curricular clubs need to be financially sustainable.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charge. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

## **Refunds and Repayment**

Often it is difficult to refund payments made for trips or educational visits as costs for the trip will have already been calculated.