

STRATFORD PRIMARY SCHOOL



POLICY ON CHARGING FOR AND REMISSIONS FOR SCHOOL ACTIVITIES

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Signature	
Date	8 th March 2015

Stratford Primary School

Policy on Charging For and Remissions For School Activities

1. Introduction

Stratford Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

The school policy on charging for activities will aim to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent/carer.

The Governors state that no profit is made on any trips or residentials unless otherwise stated and best value is always sought to keep costs as low as possible.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

Education wholly or mainly within school hours (not including break times) will be provided free of charge. We do not charge for any activity undertaken related to the National Curriculum or to Religious Education, with the exception of individual or group music tuition.

2. Voluntary Contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently to those who have.

If we do not receive sufficient voluntary contributions, we may cancel the trip. This will be made clear to parents in the letter advising details of the activity.

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 as long as parental consent has been given. If appropriate and funds allow, the school or Friends may fund a proportion of the 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.

3. Residential Trips

The school will charge for board and lodging for those pupils involved in the residential trips eg. the annual Year 6 trip (which are not compulsory, though children are encouraged to attend as part of the inclusion policy of the school). In addition, voluntary contributions will be requested to cover the cost of travel. Where available, sponsorship will be provided for children of families on forms of income support or in special circumstances to enable them to take part in the activity. This is dealt with discretely and in confidence by the headteacher. Parents will be given the option of a payment plan to spread the costs of the residential visit.

4. Music Tuition

The school will charge for music tuition for individuals or groups which is not required as part of the National Curriculum but requested by parents and delivered by specialist tutors within school hours. Charges will be determined by the head teacher and the appropriate committee of the governing body and may vary depending on the size of group, length of lesson and type of instrument. The charge is paid directly to the provider. Parents in receipt of state benefits may get help with payment. We give parents information about additional music tuition before the start of each academic year. Our music providers require the school to give one month's notice for cancellation of music tuition. We ask parents to send a letter to the school, giving one month's notice.

5. Swimming

The school organises swimming lessons for those children in KS2 who have not attained 25m as required by the National Curriculum. Lessons take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover the cost of transport to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place and we ask for their written permission for their child to take part in these.

6. Materials/Ingredients for Practical Subjects

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

7. Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment including for example windows or computer software, are liable for the costs of repair or replacement. This formal statement has to be made available to parents. In reality, any problems are usually resolved very amicably.

8. Refunds

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

The governors' policy is to pass on, where applicable, any additional costs for activities such as bank charges, administration and insurance. This is currently £1.00 per pupil per school trip, and per term of music lessons.