

BRUNSWICK PARK PRIMARY SCHOOL



CHARGING POLICY

September 2016

_____ Chair of Governors _____ Date

_____ Head Teacher _____ Date

REVIEW DATE:

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfE guidance and compliments the school's Charging for School Activities Policy, Lettings Policy.

Definition

The school day is defined as: 8:55am – 3:30pm. The lunch break does not form part of the school day.

Responsibilities

The Head Teacher will ensure that staff are familiar with and correctly apply the policy.

National Curriculum Education

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. However, it excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

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. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip 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 that 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 or by a theatre company;
- school trips;
- some after school activities;
- musical events.

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 do not make any charge for the education or travel expenses.

However, we do make a charge to cover the costs of board and lodgings if pupils are required to stay overnight.

Eligible benefits

Parents who are in receipt of Free School Meals may be entitled to support for some of the charges. You would qualify for Free School Meals if you meet the following criteria:

- Income support
- Income-based Jobseekers Allowance
- Employment and Support Allowance – Income related
- Pension credit guaranteed
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190.

Swimming

The school organises swimming lessons for all children from in Year 3 and 4. These take place in school time and are part of the National Curriculum. We therefore 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.

After-school activities and clubs

The school offers additional sports coaching, dance and clubs after school. Many of these clubs, run by teachers, are free of charge. However, a small charge may be made to cover the cost of additional materials that are needed such as cooking ingredients or specialist art equipment. There may also be charges for sports and dance clubs which are delivered by qualified coaches or instructors.

School minibus

We normally charge if children are transported in a minibus to an extra-curricular activity. The charge is used to cover the expenses of the trip, and not to make a profit.

Breakages, Damages and Lost Equipment

Parents may be asked to make a contribution towards repair or replacement caused by their child's willful damage or carelessness towards school equipment.

School Meals

There is no charge for school meals under the Authority's Free Healthy School Meals Initiative.