

## **1 Purpose**

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents/carers' financial means. This charging policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## **2 Scope**

This policy applies to all pupils at Shakespeare Junior School.

## **3 Responsibilities**

- Year Leaders will be responsible for organising the activities and ensuring the charges meet the cost of the activity. Year Leaders make the decision whether to withdraw the activity if income does not cover the costs, in consultation with the headteacher and Education Visits Coordinator.
- Headteacher for seeing any families who may have difficulty in paying the voluntary contribution for the activity.

## **4 Related Documents**

The policy has been informed by A Guide to the Law for School Governors and the DfE guidance Planning and Funding Extended Schools.

The policy complements the school's equalities scheme, curriculum policies, educational visits policy and the teaching for learning policy.

## **5 Procedures**

### **5.1 Voluntary Contributions**

There are occasions when the curriculum would be enriched by:

- School visits during school hours
- Visiting professional groups or individuals.

In these instances parents will be invited to make a voluntary contribution towards the costs. Children whose parents are unable or unwilling to contribute will not be excluded from the activity or treated any differently from any other child.

If the school does not receive sufficient voluntary contributions the visit or visitor will be cancelled and all contributions received will be returned.

### **5.2 No charges will be made for:**

- education provided during school hours (including the supply of any materials, books, instruments or other equipment), except as outlined in 5.3 (iii)
- education provided outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education

- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

**5.3 Activities for which charges may be made:****i) Activities outside school hours**

Non-residential activities (other than those listed in 5.2) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours). This includes activities provided by outside providers.

**ii) Residential activities**

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. Residential trips deemed to take place outside school time (other than for those activities listed in 5.2 above).

Further information relating to residential visits:

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

When any residential visit is arranged parents will be notified of the policy for allocating places.

**iii) Music tuition**

Music tuition for individuals or small groups of pupils. Parental agreement will be obtained before a charge is made. Charges will not exceed the actual cost (per pupil) of provision. Persistent non-payment may lead to a place being offered to another child.

**6 Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead and strive to ensure that there is a balance across the school year and year groups.
- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- we will look for best value opportunities including local visits and best value transport.

**Applying for support**

Parents will need to apply in writing to the governors for support for extra-curricular activities and residential visits. The governing body will make a decision based on evidence provided to the school for support. We take due regard for pupil’s emotional,

social and moral development when making decisions. Requests may not be successful and we may ask for further information to support requests

**7 Monitoring and evaluation**

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being made and any subsidies awarded (without giving names).