



## **Policy on Charging**

**This policy should be read in conjunction with all safeguarding children, equality, diversity, disability, racial and gender schemes and policies**

### **1 Introduction**

- 1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

### **2 Voluntary contributions**

- 2.1 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.
- 2.2 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, and the school provides this information on request.

2.3 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 or by a theatre company;
- school trips abroad;
- musical events.
- After school clubs

### **3 Music tuition**

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

3.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

### **4. Residential Visits**

Any residential visits have to be paid for in full before they take place. If any child does not pay, alternative provision will be made for them within school. We try to keep the cost of residential visits as low as possible by going at the cheapest time of year and the cheapest part of the week.

### **5. Lost books**

Children are required to take reading books home. The school will charge for any lost reading books.

The school will consider exceptional circumstances on payments that we would normally expect to receive. These will be considered on an individual case by case basis. Parents/ Carers should in the first instance contact the School Business Manager or the Headteacher.

**October 2019**