



THE WOODLANDS COMMUNITY PRIMARY SCHOOL

Policy on Charging

1 Introduction

- 1.1 This Policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreement.
- 1.2 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. (See 5.2)

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. On the vast majority of occasions, 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

3 Residential visits

- 3.1 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, there is a charge to cover the costs of board and lodging. In exceptional circumstances the Headteacher may use his discretion to waive the charge (circumstances may include free school meal recipients, relationship breakups, bereavements etc). Parents will be given the option of a payment plan to spread the cost.
- 3.2 In all other cases where charges are permitted by section 109 of the 1988 Act for activities wholly or mainly outside school hours, a charge equivalent to an apportionment of the cost to the Community Academy Trust may be made.

4 Refunds

- 4.1 A refund will be made for any school activity (this does not include musical instrument hire) requiring a voluntary contribution should the child be unable to take part in that activity.
However, for residential visits the refund will not include the non-refundable deposit made.

5 Music tuition

- 5.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 5.2 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.

6 Swimming

- 6.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity.

7 Football

- 7.1 The school offers additional football coaching after school. A qualified FA coach, who is not a member of the school staff, runs and organises these sessions. Details are provided to parents/carers from the external football company each half term. Parents/carers book and pay for sessions directly with the football company.

8 Lost/Damaged Books or Equipment

- 8.1 Parents/carers will be asked to make a contribution of 50% of the replacement cost of any defaced, lost, or damaged school books/home link diaries or school equipment/property.

9 School Clubs

- 9.1 The school organises both lunchtime and after school activities. All clubs organised by teachers are put on without charge.

10 Breakfast Club

- 10.1 The school run a Breakfast Club starting at 8am-8.45am.
The current charges are £3 per child (eldest child) and £2 per sibling. The charge includes breakfast. These payments are made via ParentPay. Parents/carers have the option to use tax free childcare or childcare grant payments towards the cost of Breakfast Club charges.

11 Monitoring and review

- 11.1 This policy is monitored by the governing body, and will be reviewed annually.