

Charging Policy



2017/18

Aims Of Handsworth Primary School “A School With Great Expectations”

At Handsworth primary School we aim to provide a safe, caring and stimulating environment, which offers opportunities:-

- For everyone within the school to reach their full potential and develop self worth, self confidence, the ability to take responsibility for their own individual actions and resilience.
- For everyone within the school to have a sense of wonder, an enthusiasm for learning and help children to develop as independent thinkers and learners with enquiring minds.
- To encourage and develop a respect and understanding for others.
- To develop all partnerships, small and large, from the individual parent to the wider community and beyond to support children's learning.
- To give children access to a broad and balanced creative curriculum to attain the highest possible standards in relation to prior attainment through assessment and learning.

Equal opportunities

At Handsworth Primary school we believe that every child is entitled to equal access to a broad and balanced engaging curriculum, regardless of race, gender, class or disability. We positively celebrate diversity and difference.

Inclusion

- We are committed to promoting a learning and teaching environment for all that embeds the values of inclusive educational practices.
- We aim, through a child centred approach, to ensure that education is accessible and relevant to all our learners, to respect each other and to celebrate diversity and difference.

2 Introduction

2.1 The experiences that children receive at school enable them to enjoy and achieve, whilst pursuing and developing interests that will prepare them for the 21st Century and adulthood. Our curriculum is complemented and enriched by the number of school visits and professional visitors that we have, as well as the number of extra-curricular clubs that we offer.

2.2 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition. The purpose of this 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.

3 Voluntary Contributions

3.1 Educational visits and visitors to school (e.g. theatre companies, museum visits) play a vital role for children in helping bring a topic to “life” and promote lifelong learning. When organising school trips or visits which enrich the curriculum and educational experience of the children, if there is a cost involved, the school invites parents to contribute to the cost of the trip. All contributions are voluntary however, if we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. A number of trips may be paid for, or subsidised from school fund money if available. Whilst the school aims for trips to be sustainable, we do not make a profit from educational trips/visits and look to only cover the costs. If a child is eligible and registered for Free School meals (not Universal Infant Free School meals), they are eligible for the costs to be met from Pupil Premium Funding.

3.2 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. The school provides this information on request.

3.3 The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. These activities are known as ‘optional extras’. This list is not exhaustive:

- visits to museums/galleries;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre or from theatre companies;
- school trips abroad;
- musical events.
- professional artists

3.4 Non Residential Visits

Charges will be levied where the activities are provided wholly or mainly outside of school hours and where they are not a necessary part of the National Curriculum or syllabus for an approved examination or religious education. The charges will include: -

- travel cost
- material, books, instruments, and any other equipment
- any additional staff costs
- entrance fees to facilities
- insurance costs

4 Residential Visits

4.1 The following examples may assist schools in determining if a trip is either largely in or out of school time:

Pupils are away from school from noon on Wednesday to 9pm on Sunday. This counts as nine half days and includes five school sessions and therefore the trip is deemed to have taken place in school time.

Pupils are away from school from noon on Thursday until 9pm on Sunday. This equates to seven half days including 3 school sessions and is therefore deemed to have taken place outside school time.

The above calculations take into account regulations that require school days to be divided into two sessions. A half day means any period of twelve hours ending with noon or midnight on any day. Therefore even though the above trips continued well into the evening on the day of return they do not contain more than two sessions.

4.2 Board & Lodging

Where a school activity requires pupils to spend nights away from home the school will make a charge to cover board and lodging costs whether or not the residential trip is deemed to have taken place in school hours.

4.3 Costs of Residential Visits

Charges will only be made for the costs if they are largely out of school time and are not required by the National Curriculum, the syllabus for a public examination or for statutory religious education purposes. However, parents and carers may be asked to make voluntary contributions based on the actual costs of the visits.

Although schools may not charge for school time activities apart from music tuition as above, they can invite parents to make voluntary contributions. It must be made clear though that payment is purely on a voluntary basis and that the children of those who do not pay will not be treated any differently to those that do.

4.4 Eligible Benefits:

- Income Support
- Income-based Jobseeker's Allowance;
- Support under part V1 of the Immigration and Asylum Act 1999; or
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue).

5 Music Tuition (Instrumental or Vocal)

5.1 All children study music as part of the normal school curriculum. A specialist music teacher also teaches children music skills. The school meets this cost.

- No charge will be made for music tuition that takes place as part of the National Curriculum or as part of the first time in which the whole class engages with the programme of Instrumental and Vocal Tuition.

This exemption does not apply for tuition outside of the school day, weekends and during school holidays.

If parents and carers wish their child to do additional private music tuition by Waltham Forest Music School within the school day, a charge will be made for both individual and group tuition regardless of group size.

Private tuition fees will be charged at a set rate per term in order to meet the cost of that tuition. These fees are revised annually with Waltham Forest Music School.

Charges for private music tuition do not result in a profit for the school. If your child is eligible and registered for Free School Meals the school is able to meet the cost of the music tuition from Pupil Premium funds.

6 Swimming

6.1 The school organises swimming lessons for children in Year 4, 10 sessions for each class. These take place in school time and are part of the National Curriculum. We make no charge for this activity, as the school covers the cost of the lessons and transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. There is a national expectation that by the end of Year 6 all pupils will be able to swim at least 25m.

7 OOSHL – Out of Hours Learning

At Handsworth we are delighted with the additional amount of extra-curricular clubs before, during lunchtimes and after school that are on offer to our children. These include clubs where children can extend their academic learning and enrichment clubs, where children can develop new skills and pursue interests and talents. There will be no charge for enrichment sessions run by school based staff. (Clubs run before school, during lunchtimes and

where children have been invited for learning e.g. ICT, Library and booster lessons will continue to be run on a voluntary basis and will be free).

If a professional coach is taking lessons for an after school activity e.g. acting, languages, sports then a charge may be levied by those organisations.

8 Charging in Kind

Charging for Finished Products

A charge may be levied to cover the costs of materials/ingredients for subjects such as design or food technology where parents/carers have indicated in advance that they would like their child to bring home the finished product.

The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: DT, Science, Art/Craft, Cookery.

The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

Calculating Charges:

When charges are made for any activity, whether during or outside of the school day, they will generally be based on the actual costs incurred, divided by the total number of pupils participating.

9. General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions. If a particular activity cannot take place without some help from parents, then it should be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall then it must be cancelled.

10. Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The governors will review the policy annually (Resources Committee).

11. Definition

The school day is defined as 8.50am – 3.30pm. The midday break does not form part of the school day.

Date of next review: July 2019