

## **Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the children.

The Governors make no charge for education provided by the school during or outside the normal school day if it is part of the National Curriculum, except for those items permissible in the current Education Act 1966 (Sections 449-462). However, they reserve the right to ask parents to contribute to the cost of replacing items broken, lost or damaged wilfully by a child.

The school may ask parents to make voluntary contributions towards any visit or journey which is organised. If the activity cannot be funded without voluntary contributions, this should be made clear to parents at the outset. There is no obligation to make any contribution. No child will be excluded from an activity simply because his parents are unwilling or unable to pay. The school will not discriminate against any child on grounds of non-payment, but reserves the right to exclude children on other grounds, and to cancel the activity unless enough voluntary contributions have been received.

### **The school cannot charge for (not withstanding the paragraph above):**

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;

### **The school can charge for:**

any materials, books, instruments, or equipment, where the child's parent wishes him to own them;

- Optional Extras.
- Music Tuition including insurance for instruments, in limited circumstances.

## **Residential Visits**

### **The school cannot charge for:**

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum,
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

**A charge can be made for:**

- board and lodging, but the charge must not exceed the actual cost.

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support;
- Income-based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £13,230.
- Guarantee element of State Pension Credit

If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. We may consider making financial contributions in these cases.

**Optional Extras**

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

**Optional extras are:**

- education provided that it is not:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
  - c) part of religious education.
- examination entry fee(s), if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential trip;

- any materials, books, instruments, or equipment provided in connection with the optional extra.
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

The charge cannot exceed the actual cost of providing the optional extra or the board and lodging.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument, for either an individual pupil or groups of up to four, provided that the teaching is not an essential part of either the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school.

The costs or a proportion of the costs, for providing teaching staff for tuition in playing a musical instrument outside school hours, can be charged, if the tuition is not part of the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school. This is a permitted optional extra.

### **Swimming**

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. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

### **Transport**

#### **The school cannot charge for:**

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;

- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

**But can charge for:**

- any other transport. This is a permitted optional extra.

**Breakfast Club**

There will be a nominal charge made for the cost of food at breakfast club. Charges for food are published on our school website. No charge will be made for solely attending the breakfast club.

Where children are invited into breakfast club for additional lessons before school no charge will be made for breakfast.

**After School Clubs**

Parents will be asked for a contribution of £5 per club per child per half term to contribute towards the cost of staffing and materials for each club. Where more than one child in the same family wishes to attend clubs consideration will be made to the charges made to a family.

**Damage to Property**

The governors reserve the right to ask parents to contribute to the cost of replacing items that are broken, lost or damaged wilfully by a child.

**Remissions Policy**

Where the parents of a child are unable to meet any one of the charges the school may make they can apply in confidence to the head teacher for the remission of charges in part or full. The Headteacher in consultation with the finance committee will make authorisation of remission.

This policy has been reviewed and agreed by the full governing body in October 2015 and will be reviewed as a minimum (by September 2016)

Signed: Chair of Governors \_\_\_\_\_

Date \_\_\_\_\_

Head teacher \_\_\_\_\_

Date \_\_\_\_\_

