

Graham James Primary Academy



Charging for School Activities Policy

Agreed date Head teacher: October 2017

Next Review Date: October 2019



GRAHAM JAMES PRIMARY ACADEMY

Charging for School Activities Policy

Commitment

Graham James Primary Academy has a commitment to providing a broad and balanced education, with no children excluded for financial reasons. The Academy will endeavour to ensure that the principles of best value are applied to all activities that require a charge to parents/ carers.

The education of children in school is free. All materials, resources and equipment required for day to day learning will be provided to all children.

Voluntary Contributions

The governing body may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours (including transport)
- School equipment
- School funds generally

The contribution must be genuinely voluntary, though, and the children of the parents who are unable or unwilling to contribute may not be discriminated against. No child should be excluded from any activity simply because his or her parents are unwilling or unable to pay.

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.

There is no legal reason why a school should not invite parents/ carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

It is important to note that no child should be excluded from an activity simply because his/ her parents are unwilling or unable to pay.

Residential trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. The cost must not exceed the actual cost of the provision.

Schools **cannot** charge for:

- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes place outside of 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 Academy, or part of religious education. (If the trip takes place outside school hours and does not form part of the above, the academy can make a charge for transport); and
- Supply teachers to cover those teachers who are absent from the academy accompanying pupils on a residential visit/ trip.

Schools can charge for:

- Board and lodging (the charge must not exceed the actual cost)

When a school informs parents about a forthcoming visit, they should make it clear that 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 the parent is not entitled to Working Tax Credit and Child Tax Credit, where the parent is not entitled to Working Tax Credit dependant on income
- Guarantee element of State Pension Credit

Music Tuition

Where music tuition is offered as a curriculum activity, it will be free of charge. Where it is offered by outside providers in school time, the charge made by the provider will be passed onto the parent/ carer – These will be voluntary lessons.

Charges for ‘finished products’

Schools can make a charge to cover the costs of material/ ingredients for subjects such as design or food technology.

Optional Extras

This kind of activity can be charged for where the activity takes place outside school hours. This can include:

- Pupils travel costs
- Board and lodging
- Materials, books and equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres etc
- Insurance costs

Clothing

Although no charge can be made for “equipment” for use in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents

can therefore be asked to provide their child/ren with such things as a PE kit, protective aprons and sports kit.

Charging for breakages, damage or loss

At Graham James Primary Academy, we recognise that accidental damage can occur. However, the school may seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness.

Damage to books, equipment or fabric of the building is unacceptable and offenders are expected to make good the cost of such damage.

Parents will be charged for wilful damage by their children, to school property.

In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.

Monitoring and review

This policy will be reviewed every two years. However, the policy may be reviewed earlier than this if the government introduces new regulations, or if recommendations are received on how the policy might be improved.

Mrs Petra Back

Head Teacher

Mr Richard Turner

Deputy Headteacher

Mr Bradley Lane

Chair of Governors