

Hackforth and Hornby CE Primary School Charging Policy (Curriculum & Residential Visits)

At Hackforth and Hornby CE Primary School, we seek to provide a happy, caring and supportive environment, in which pupils are valued equally and are given opportunities to develop their full potential.

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as 0900 - 1200 hrs and 1300 - 1530 hrs.

What was consulted?

Chapter 16 of A Guide to the Law for School Governors has informed the policy.

Roles and responsibilities of Headteacher, other staff, governors

The **Headteacher** will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs. This will include swimming.

From time to time we may invite a non-school based organisation such as a *drama or charitable group* to arrange an activity during the school day. Such organisations may charge school. Voluntary contributions will be sought for such an activity.

No pupil will be prevented from participating for any reason; this includes because his/her parents cannot or will not make a contribution.

Optional activities outside of the school day

We may request voluntary contributions for optional, extra activities provided outside of the school day, for example specialist games coaching. Where the activity is provided by a commercial organisation such as

Middlesborough Football Club, parents will be charged directly by the organisation. This will be made clear to parents before the activity takes place.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials during the school week

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based Jobseeker's Allowance.

Voluntary contributions will always be sought when pupils attend residential activities during the school week.

This is detailed in the School Prospectus.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are as detailed in Chapter 16 of *A Governors' Guide to the Law*.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

The Finance and Premises Committee will discuss this policy if a review is considered necessary.