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| Reviewer Governing Body | BROOKFIELD JUNIOR SCHOOL <u>Charging Policy</u> | Review date July 2018 |
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Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. 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.

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.

Pupils will not be treated differently according to whether or not parents have made a contribution.

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 the theatre
- school trips
- visits by outside groups who charge for their presentations
- musical events.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we ask for voluntary contributions to cover the cost of the visit. Parents who receive state benefits are not expected to make any contribution, although they may make contributions if they so wish. The Governors will levy a charge for the board and lodging element of any residential trip. Governors will remit such charges to parents in receipt of income support, family credit, an income based job seeker's allowance or disability working allowance in respect of any period wholly or partly comprised in the time spent on the trip where the education provided on the trip is education in respect of which no charge may be made.

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Deposits are non-refundable. Once the school has paid the cost of the visit in full, then a refund will only be paid for non-attendance due to sickness with the support of a Doctor's certificate; or if the school deemed that the child should not take part in this activity.

For activities outside of school hours the Governors will levy a charge for all activities, with the following exceptions:

- no charge will be made if the activity is an essential part of the basic curriculum
- the board and lodging element of any residential activity will be remitted to parents in receipt of income support, family credit, job seekers allowance or disability working allowance
- education outside of school hours, other than education which is an essential part of the curriculum, is defined in the Education Act as an 'optional extra' and participation will be on the basis of parental choice and a willingness to meet such charges as are made, and the agreement of the parents is therefore an essential prerequisite for the provision of optional extras for which charges are made.

The Governing Body has delegated to the Chair and Head teacher the determination of any individual case arising from the implementation of the policy.

The Governing Body will agree an annual fund from the budget to support this policy.

Authority for the day-to-day management of the fund is devolved to the Head teacher, who will determine the proportion of costs of an activity, which should be charged to public or non-public funds. Staff organising activities must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the senior management team for consideration and approval.

The Head teacher has the responsibility for monitoring and evaluating the implementation of this policy.

Clubs / Music tuition

All children study music as part of the school curriculum. We do not charge for this. After school clubs / Music lessons arranged by an outside provider are charged directly to the parents by the organisation and these payments have nothing whatsoever to do with Brookfield Junior School.

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 ask for payment to cover the cost of entry to the Sports Centre. 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.

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Optional Extras

Charges may be made for 'optional extras' defined as falling mainly or wholly outside of school hours (school hours do not include the mid-day break) providing that the activities are not:

- specifically to fulfil statutory requirements relating to the National Curriculum
- specifically to fulfil statutory duties related to religious education

Participation in an 'optional extra' activity is on the basis of parental choice and a willingness to meet the charges, which may include an element for:

- a pupil's travel costs
- a pupil's board and lodging costs, except where the parents are in receipt of income support, family credit, job seekers allowance or disability working allowance
- materials, books, instruments or other equipment
- non-teaching staff costs
- entrance fees to museums, castles, theatres etc
- insurance costs

Charges for pupils may not:

- exceed the actual cost of providing the optional extra activity divided by the number of pupils willing to participate
- include an element of subsidy for pupils whose parents wish them to participate but are unwilling , or unable to meet the cost.

This policy was agreed by the Governing Body of the school on [4.7.16](#)

Signed:-

Head Teacher **M J Blewer** Date 4.7.16

Chair of Governors **Carolyn Pratley** Date 04.07.16

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