



## The Fenland Federation

Marshchapel Infant School

Grainthorpe Junior School

# Charging Policy

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.

### Statement of Policy

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. We will not ask paying families to subsidise non-paying families.

If insufficient money is collected to meet the costs, the visit may have to be cancelled and all returnable monies will be refunded. If any provider has charged us cancellation costs and/or asked for a non-returnable deposit, this will be deducted from refunds.

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;
- musical events.

### Trips Out of School Hours

In these circumstances we may charge more to cover additional expenses. If the visit is not related to the curriculum or if it takes place mainly out of school hours, we will exclude families who do not pay the charge.

### 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 do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging, insurance and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to the Executive Headteacher. Parents will also be given the option of a payment plan to spread the costs of the residential visit.

### Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. If parents are experiencing financial

difficulty, they are invited to write in confidence to the Executive Headteacher. We give parents information about additional music tuition at the start of each academic year.

### **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology, art or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

### **After School Clubs**

Where after school clubs are provided by a third party a charge may be made. After school clubs run by The Fenland Federation may make a charge in order to pay for consumable resources.

### **Out of School Club (on-site childcare before and after school hours)**

The Fenland Federation will charge for this provision. Details are available on request from the individual school offices.

### **Breakages and Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour.

### **Special Needs**

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

### **School Meals**

The Fenland Federation provides hot meals from a third party and will charge for this service unless a pupil is entitled to Universal Infant Free School meals or is entitled to Pupil Premium funding and therefore free school meals.

### **Policy Monitoring & Review**

This policy will be reviewed by the governing body every year, or earlier if considered necessary.

This policy was adopted by the Governing Body of The Fenland Federation of Primary Schools at the Governors' meeting in January 2013.

<b>Compiled By: Georgia Brown</b>	<b>Revision number: 4</b>
<b>Reviewed By: Amanda Turner</b>	<b>November 2018</b>
<b>Approved By: Full Governing Body November 2018</b>	
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