



## School Activities Charging Policy

Approved: Date: 15.05.2014

Signed: \_\_\_\_\_

Name: Joe Carlebach

Position: Chair

Committee: Finance and Resources Committee

Next review: Spring 2017 (Triennial)

**Support will be offered for those people for whom English is a second language or need help in understanding the policy and will be made available on request.**

## **1. Introduction**

During the year the school arranges educational visits and other optional activities to support and extend work carried out in the classroom. Children may visit places of interest such as museums, parks, galleries, theatre, or have the opportunity to receive additional coaching in particular subjects or take part in after school activities.

To defer the cost of such visits and activities, the school has adopted a policy of seeking voluntary contributions or applying charges in certain circumstances and these are set out below.

It is not the intention of the policy to:

- place any obligation on a parent to make a contribution or pay any charges that apply,  
or
- disadvantage any pupil because of a parent's unwillingness or inability to make a contribution or pay any charges that apply.

The school reserves the right to cancel any planned visit or optional activity where insufficient funding is available to defer the costs.

## **2. Voluntary Contribution.**

Families can make a contribution of their own choosing. The Governors suggest a family contribution of £20.

All contributions are gratefully received and will be used to benefit all children at Avonmore School. It is statutory that the following points are made clear in this letter:

- a) there is no obligation to contribute; and
- b) pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

## **3. Activities during school hours**

Activities during school hours are those during the hours when the school is actually in session, excluding the break in the middle of the day.

A charge may be required for:

- ingredients and materials used in practical subjects where a parent indicates in advance that either they or their child wishes to own the finished product;
- individual tuition in playing a musical instrument except where it is provided to fulfil the requirements of a syllabus for a prescribed public examination or the National Curriculum;
- activities arranged by a third party during school hours for which a child is being released from school at the request of their parent. (In such circumstances any charge arising would be agreed and paid by the parent direct to the third party.)
- board and lodging where a school activity involves pupils in nights away from home
- the cost of repairing damage or replacing loss of school equipment caused as a result of pupil's behaviour
- the cost of using any alternative transport between home and any other place where education is to be provided when transport from the school is available.
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#### **4. No charges will be made for:**

- any material, books, instruments or other equipment for use in connection with education provided during school hours
- transport arranged by the school between the school premises and any other place where education is to be provided
- external visits as part of the school curriculum
- visitors to the school or the hire of equipment from other sources.

#### **5. However, the school may ask for a voluntary contribution and parents may:**

- if they wish make a voluntary contribution for the general benefit of the school or in support of a specific activity
- be asked to make a voluntary contribution towards the cost of visits in school hours.

#### **6. Activities outside school hours**

Activities outside school hours are those where less than 50% of the time taken for an activity (inclusive of any travel time) falls during school hours.

A voluntary contribution or charge may be required for:

- education provided wholly or mainly outside school hours except where such education is provided to fulfil requirements specified in a syllabus for a prescribed public examination, the National Curriculum or statutory duties relating to religious education
- any optional extra activity in which participation is a matter of parental choice
- the cost of repairing damage or replacing loss of school equipment caused as a result as a result of a pupil's behaviour.

#### **7. Public Examinations**

No charge shall be made where the school supports the educational value of a prescribed public examination. Note the pupil need not have been prepared by the school for such examinations.

If, in the opinion of the governing body, a pupil fails to take an examination for which the school has previously paid for without good reason then a charge to the parent(s) or carer(s) will be at the discretion of the school according to any policy previously determined.

If there is a cost associated with the re-checking of an examination paper or test for a public examination and this has been specifically requested by the parent(s) or carer(s) then if the school supports such re-check then there shall be no charge levied.

#### **8. Calculations of contributions and charges**

Where any voluntary is sought or charges applied, the calculation in respect of an individual pupil will be limited to the actual cost of providing the activity, divided equally by the amount of pupils willing to participate. The actual cost will be based on an appropriate element for:

- travel costs, board and lodging where applicable;
- materials, books, instruments and other equipment;
- non-teaching staff costs;
- the cost of engaging teaching staff specifically for the purpose or providing an activity where they are employed to provide individual tuition in the playing of a musical instrument or engaged on a separate contract for service to provide the activity;
- entrance fees

- insurance.

The contribution sought or charge applied will not include any element of subsidy

- for any other pupils wishing to participate but who's parents are unwilling to pay the full charge
- for alternative provision during any part of school hours for those pupils who do not want to participate.

### **9. Notice to parents of voluntary contributions or charges**

Where an activity is being undertaken that requires either a voluntary contribution or charge from parents, they will be advised in writing:

- of the proposed activity and it's likely value in educational terms
- of the contribution or charge per pupil
- whether or not the activity will take place in the event of sufficient funding.

### **10. Charging for Freedom of Information Requests.**

The school may make charges for Freedom of Information requests.

Requests made for information under the Freedom of Information Act please see the schools publication scheme which details charges for requests for information.