



# Cheswardine Primary School

Learning for Life

Policy Document: School Charging Policy

2018

Subject Leader/monitor: Headteacher

Governor Link: Finance

## • 1. Introduction

- 1.1 The Governing Body of Cheswardine Primary School has determined that the school may make charges and seek voluntary contributions from parents for school activities provided for registered pupils at the school on the basis of the information set out in the main part of this document.

## • 2. School Hours

- 2.1 School hours are those hours when the school is actually in session and do not include the break in the middle of the school day.
- 2.2 Please refer to the school prospectus or school website for the start and finish of the morning and afternoon sessions of Cheswardine Primary School.
- 2.3 Where an activity takes place during and partly outside school hours, the Act prescribes a basis for determining whether it is deemed to take place either in or outside of school hours.

## • 3. Free Education

- 3.1 Education provided by the school will be free of charge if it takes place wholly or mainly during school hours except in the following cases:
  - a) charges may be made in respect of individual tuition/small groups for any extra curricular activities
  - b) charges may be made for school trips, that occur during school hours, and the school will endeavour that the cost will not be more than £15.
  - c) charges may be made for overnight activities such as London visit and the outward bound experiences offered at Years 4, 5 and 6.
- 3.2 No charges will also be made for education or associated incidentals provided wholly or mainly outside school hours for registered pupils where the education is provided:
  - a) to fulfil requirements specified in the syllabus for a prescribed public examination;
  - b) specifically to fulfil statutory duties relating to the National Curriculum; or
  - c) specifically to fulfil statutory duties relating to religious education.

## 4. Optional Extras

- 4.1 The Act enables a charge to be made for education provided for registered pupils wholly or mainly outside school hours if the provision does not come within any of the categories outlined in 3.2 above.
- 4.2 The school may offer to children a range of optional extra activities. Where

appropriate a charge will be made.

4.3 Parents will be notified in advance of the activity being provided and the charge that is to be made.

If there is an insufficient number of pupils to cover the cost of the activity, the activity will not be provided.

4.4 Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils willing to participate (or maximum number for the activity).

4.5 The cost may include:

- a) a pupil's travel costs;
- b) a pupil's board and lodging costs;
- c) Insurance
- d) entrance fees to museums, castles, theatres etc.;
- e) any costs of engaging teaching staff specifically for the purpose of providing the activity.

## **5. Voluntary contributions**

5.1 The funds available to the school are limited to monies provided by the Department for Education and any additional monies raised by the school. In order to provide the best educational provision for pupils at the school the Governing Body has agreed that the school may seek contributions from parents for the benefit of the school or in support of any school activity whether during or outside school hours, residential or non-residential.

5.2 A request may relate to:

- a) a contribution towards a specific activity or

5.3 In the case of a specific activity, the school may indicate the contribution per pupil which would be required if the activity were to take place. If there was insufficient support from parents the activity may not take place.

Reviewed November 2014.

Reviewed November 2016

Reviewed October 2018

To be reviewed November 2019