

**Kirklington & Averham**  
**Collaboration**

**Charging and Remissions  
Policy**

**Reviewed:  
Autumn term 2018**

## Policy on Charging

### Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### What was consulted?

The policy has been informed by *A Guide to the Law for School Governors*, the DfE guidance *Planning and Funding Extended Schools*. And *Charging for School Activities' – guidelines for governing bodies*.

### Relationship to other school policies

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

## 1 Introduction

- 1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

## 2 Voluntary contributions

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. 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 or carers have not paid any contribution. We do not treat these children differently from any others.
- 2.2 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 and carers have a right to know how each trip is funded, and the school provides this information on request.
- 2.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums or places of interest;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - school trips abroad;
  - musical events.

## 3 Residential visits

- 3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education delivered by teachers. However, we do suggest a charge to cover the costs of board and lodging and transport, although parents and carers who receive benefits may be offered a reduction. If we cannot raise sufficient funding through these voluntary

contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

#### **4 Music tuition**

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents and carers in receipt of state benefits are exempt from payment. We give parents and carers information about additional music tuition at the start of each academic year.

#### **5 Swimming**

- 5.1 The school organises swimming lessons for all children in Key Stage 2 at Kirklington and all pupils at Averham. These take place in school time and are part of the National Curriculum. We make no charge for this activity and transport is provided free of charge. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

#### **6 After School Clubs**

- 6.1 The school offers additional sports coaching after school. A qualified coach, who is not a member of the school staff, runs and organises these sessions. We may make a small charge for these sessions, or subsidise some through the government's sports funding. Clubs run by teaching staff are not charged for, unless a nominal fee is required to support the purchase of additional resources (i.e. food, craft materials or snacks). Clubs run by TAs may incur a small additional charge to cover overtime payments where applicable.

#### **7 Extended services**

- 7.1 Both schools operate a breakfast club and Kirklington operates a tea time club. As this constitutes child care, a charge is made based on the cost of employing care staff at the correct child:adult ratio, associated food and meal preparation costs, and a small contribution towards resources/consumables. No additional charge is made for the use of school premises, facilities and utilities.

#### **8 Private vehicles**

- 8.1 We do not charge if children are transported in private vehicles to an extra-curricular activity.

#### **9 Monitoring and review**

- 9.1 This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.

**Signed:**

**Date:**

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