



ST THOMAS A BECKET R C PRIMARY SCHOOL

POLICY FOR CHARGING & REMISSION OF CHARGES **FOR SCHOOL ACTIVITIES**

Recommended by:	Mrs B Greally Headteacher
Approved by:	Personnel Committee
Approval date:	March 2017
Review date:	March 2018

The Governing Body of St Thomas a Becket Catholic Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences, can make towards pupils' education.

The Governing Body aims to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. 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 after school clubs.

The Education Reform Act 1989 Section 106-111 and 117-118 sets out the law on charging in LA maintained schools.

There are four possible areas of activity for which payment may be required:

1. Education Visits held mainly in school time,
2. School Journeys,
3. Materials and Ingredients for practical subjects,
4. Breakages, loss and damage.

Voluntary Contributions

Schools are permitted to seek voluntary contributions to assist in the financing of any school activity. DCSF guidance states that such contributions must be genuinely voluntary and parents should be made aware:

- (a) that there is no obligation to contribute,
- (b) that pupils will not be treated differently whether or not parents have made a contribution.

Where an activity cannot proceed without the benefit of voluntary contributions this must be made clear to parents at the outset. Parents will then be aware that the activity may not take place without their financial support.

1. Educational Visits

When planning an educational visit, an accurate costing must be sought. Parents must be informed of the cost. Where the educational visit cannot proceed without the benefit of voluntary contributions this must be made clear in the initial letter to parents when voluntary contributions will be requested.

All such contributions should be collected before any bookings are made. An assessment of income will then be made and the proposed visit will be booked or cancelled.

All money received will be accurately accounted for by the SAO in a register so that cash may be returned in the event of a cancellation. Parents will be required to sign a receipt for any money refunded.

2. School Journeys

School Journeys will be organised as far as possible to ensure that the cost of Board and Lodging falls within the amount covered by the grant made to families who are in receipt of Income Support. Parents who are not eligible for this grant must pay for Board and Lodging.

School Journeys will only be arranged if the full cost of transport and additional activities, entrance fees, etc. can be met:

- by voluntary contributions
- by fund raising activities
- from school fund

Parents will be informed, prior to booking, which of the above will apply and that the journey will not proceed if the finance is not available.

Activities taking place entirely and substantially outside of school hours may be charged for in full.

3. Contributions from Parents

Parents may be asked to contribute to the cost of some items for practical subjects.

Parents will be asked to contribute towards the cost of non-educational events - parties and discos etc.

4. Musical Instrument tuition Payment

The DFE states that as specific tuition in a musical instrument is outside the national curriculum and is not available to all pupils, it may be charged for.