

Rationale/Philosophy:

Eynesbury Church of England Primary School aims to provide the children with a high quality education at no charge. No charge is made for admitting pupils to the school and education provided during school hours is free to all, including materials, equipment and transport provided in school hours by the Local Authority or by the school to carry pupils between the school and an activity.

Three and four year olds in the Nursery are entitled to up to 15 hours free nursery education for 38 weeks per year. Additional hours used by a child in the Nursery will be charged where available, but will only be offered once allocation of free-entitlement hours have been agreed.

A charge is made for children attending Toasties, Before-School Club and Squirrels, the After-School Club, since this provision is outside school hours.

Aims/Objectives:

The aim of this policy is to ensure that there is a clear structure in place for the management of charging for school activities. We aim to

- identify activities which require a charge,
- provide clear guidelines to parents about the nature of these activities and the charges required,
- set out arrangements for calculating charges,

Implementation/Tasks:

For the purpose of this policy, the school day is defined as 9.0am until 3.15pm, not including lunchtime.

All activities during the school day that are necessary as part of the curriculum, including religious education, will be provided free of charge.

Up to 15 hours Nursery entitlement will be offered free to three and four year olds in line with County Admission arrangements, however additional hours, where available, will be charged. No child will be offered additional hours until the allocation of free-entitlement hours have been offered in order for parents of Nursery aged children to have equal opportunity to receive their child's free entitlement.

Identification of Activities requiring Charging

There are a range of activities which take place where a charge will be made.

- Toasties, Before School Club and Squirrels, After School Club

Parents will be charged for accessing the school's after school. This is a childcare provision offered **outside school hours**. The clubs have their own charging policy and this is made clear to parents prior to children registering and attending the club.

- Musical Instrument Tuition and Instrument Hire

Charges are made for teaching individual pupils, pairs or groups of up to four children, to play a musical instrument. This type of music tuition is **additional to the music teaching provided to all children in order to meet the requirements of the national curriculum**.

Individual music tuition may be available free or at reduced cost for identified pupils. Grant funding is available to support children with Special Needs (Statements) and children in families requiring financial support (FSM). This is available through CIMA (Cambridgeshire Instrumental Music Agency) although is restricted to the teaching of clarinet and saxophone at this time.

Instruments are offered to parents for hire. Hire costs are kept to a minimum and are calculated in relation to the initial cost of the instrument, costs to maintain and repair the instrument and timescale for the replacement of the instrument. During the duration of the hire it is the parents responsibility to maintain the instrument and replace consumable items (strings, reeds etc.)

All instrument tuition costs and instrument hire costs are shared with parents annually. Parents sign an agreement in advance of their child receiving individual, paired or group music lessons.

- Education outside school hours

We aim to offer a wide range of after school activities free of charge through the good will of staff offering their time outside school hours. These may include sports clubs, art and craft clubs, and ICT clubs. We aim to offer a range of clubs across the Key Stages through the year. Each term a timetable of activities available will be shared with parents.

In addition to clubs offered free to parents and provided by school staff, parents will be able to access services run by external groups to wide the range of activities offered by the school, for example sports organisations offering coaching. Charges will be made for these activities as the activities will be **taking place outside school hours** and not necessary as part of the national curriculum. Parents would be informed in advance of any charges relating to an activity after school. Signed agreement from the parent will be required before a child took part in this type of activity.

No charges will be made for activities offered by school staff, however if additional materials are required a charge may be made for these materials, for example clay, cooking ingredients etc.

▪ Residential Activities

The school presently has two residential experiences each year. Year 4 children travel to Stibbington Environmental Centre and Year 5 and 6 travel to Kingswood Activity Centre, West Runton, Norfolk and Peak Venture, Derbyshire. Charges will be made for board and lodging for all pupils on residential trips, except for pupils whose parents are in receipt of Income Support; Income based jobseekers allowance; supported under Part VI of the Immigration and Asylum Act 1999; Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £14,495 for the year 2007-8); the guaranteed element of State Pension Credit.

The initial letter regarding a residential will include the opportunity for parents seeking financial assistance to meet with the Headteacher in order for the Headteacher to advise individual parents of their right to financial support.

Every attempt will be made to financial support parents for children to attend the Year 4 residential experience as this Habitats experience is part of the children's national curriculum entitlement. Children not attending (due to reasons other than financial) will be offered similarly experiences within the school environment - pond dipping, minibeast exploring etc.

The outdoor adventurous activities covered as part of the Year 5 and 6 residential to Kingswood is not required to meet the requirements of this aspect in the National Curriculum. Additional teaching of OAA is carried out through the year and therefore the residential is not required to meet the children's entitlement. A charge is therefore possible for this activity. Every attempt will be made to financial support parents of Year 6 children to attend the residential experience.

▪ Additional Activities enhancing the curriculum

There may be opportunities for the activities to take place enhancing the curriculum, including educational visits, drama groups and visitors in school. Some of these activities may have a cost implication for the school. Examples of these type of activities include: History of the Page Days, visits to museums, historical places or religious places of worship, visits to Hinchingsbrooke Country Park and Paxton Pits. These activities are valued as they provide the children with memorable, meaningful first-hand experiences, taking learning beyond the classroom.

All children will be offered the opportunity to take part in these activities, therefore no compulsory charge will be set.

To enable all children to be able to access these activities and to ensure a wide range of activities are offered to children through their school years, voluntary funding will be raised. The PTA may be asked to fund activities, for example the History Off the Page Days. Diocese funding will be used to fund religious educational visits, such as Ely Cathedral days, Hindu visitors, Bedford Faith tour visits.

Other activities may be supported by voluntary contributions from parents. Where alternative funding is not available for an activity, the viability of a trip or visit may be determined on the number of parents will to make a voluntary contribution to an activity. This will be made clear on letters relating to such activities. **No child will be prevented from taking part in such activities if a parent is unable or unwilling to make a voluntary contribution.**

Parents will be provided with clear guidelines about the nature of activities offered by the school and the charges relating to these activities, including raising funds to support activities through the collection of voluntary contributions.

Calculating Charges

Where a charge is made it will not exceed the actual cost.

The principals of 'best value' will be applied when planning activities that incur costs to the school and/or parents.

Calculation of costs will relate to the number of pupils taking part in an activity.

If further funds need to be raised, for example to help in hardship cases, this will be by voluntary contributions or general fund raising. There will be no levy on those who can afford to pay to support those who can't.

Monthly PTA WHIST Drive funding is identified to support parents in challenging financial circumstances.

Roles and Responsibilities:

The headteacher is responsible for:

- Ensuring the school provides the children with a high quality education at no charge,
- Ensuring the Charging and Remissions Policy is adhered to in relationship to all activities requiring charging in school,

- Ensuring the school continues to enable disadvantaged children to receive grants to support the provision of individual music tuition and free instrument hire as appropriate,
- Meeting with all parents requesting financial assistance for residential trips and make appropriate arrangements to support parents,
- Monitor the range of activities offered to children to enhance the curriculum and ensure requests for voluntary contributions to support this provision are balanced across a year and across the school,
- Ensuring the school provides clear guidelines to parents about the nature of activities and any charges required, including voluntary contributions and any support available to enable the inclusion of all pupils.

The governing body is responsible for:

- Monitoring the impact of this policy

Review:

Links to other relevant policies:

- Equal Opportunities Policy
- Curriculum Policy

Signed:

(on behalf of F.P.P)

Date:.....