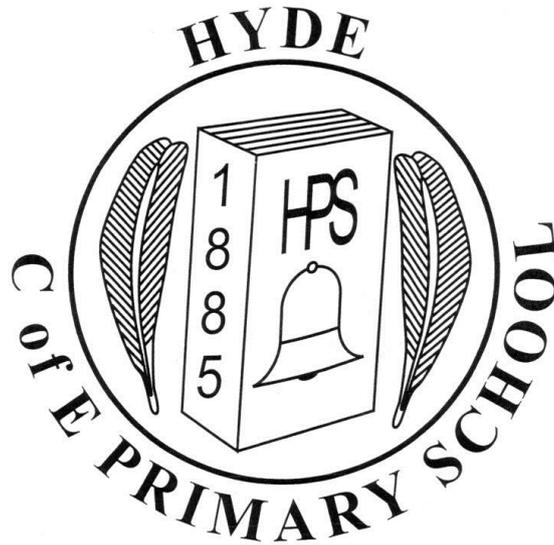


# HYDE C. E. PRIMARY SCHOOL



## CHARGING POLICY

<b>Endorsed by Governing Body: February 2016</b>	<b>Review Date: February 2018</b>
<b>Headteacher: Julie Dalziell</b>	<b>Signature of Headteacher:</b> 
<b>Chair of Governors: Anna Hills</b>	<b>Signature of Chair of Governors:</b> 

# **HYDE C.E. PRIMARY SCHOOL**

## **CHARGING POLICY**

### **AIMS:**

This policy is written in accordance with the 1998 Education Act and DES circular 2/89 which requires school visits to be self-financing. The Staff and Governors of Hyde School believe that the school's curriculum can be enriched by educational visits and other activities; they also believe that a wide range of extra-curricular activities such as clubs and residential visits enhance the pupils' personal and social development. The school, therefore, aims to promote and provide such activities which will necessitate a charge to parents although costs may be subsidised on occasions.

The governing body's policy on charging for these activities is as follows:

### **VOLUNTARY CONTRIBUTIONS:**

Governors will ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds

This includes activities such as swimming and educational visits. For such activities parents will be asked for a voluntary contribution towards the cost and travel. Pupils of parents who are unable or unwilling to make such a contribution will not be discriminated against but the activity may need to be cancelled if insufficient contributions are received.

### **CHARGES:**

#### **School Trips /Residential Visits**

The school will charge for:

- Board and lodging on residential visits.
- The proportionate cost for an individual child for activities wholly or mainly outside of school hours to meet the costs for:
  - Travel
  - Materials and equipment
  - Non-teaching staff costs
  - Entrance fees
  - Insurance

The Governing Body requires that:

- Parents should be informed a reasonable time in advance of the proposed excursion and invited to register their willingness to support the visit and to contribute towards the costs of the trip.
- All charges levied from parents should be made on the basis of a voluntary contribution.
- Such charges should apply equally to all children.
- In the event that some parents are unable to pay for their children other parents will not be expected to make up the shortfall.
- Charges should cover the costs of the excursion and be kept to a minimum.

- Health and safety must never be compromised in the pursuit of lowering costs.
- Parent volunteers should be sought to accompany visits where adult to child ratios must be met.
- It is not expected that adults who volunteer to assist with trips should be required to pay. The costs incurred for adult volunteers should be included within the total cost and defrayed across the children going on the visit.

### **Pupil premium and cases of financial hardship:**

In the event of a parent not wishing to pay a contribution towards the cost, the class teacher and subsequently the Headteacher if necessary, should contact the parent/guardian to find out the reason. Where financial hardship is the cause, applications may be made for grants from local charities or a special case made to the Governors or the HSFA. Revenue funding, which is provided for teaching and resources, should not be diverted to assist the payment of costs for individual children. The Headteacher should make the decision based on the merits of the case, whether the excursion should continue and, if necessary, such provision that is made for any child who does not go on the trip.

For pupils who attract the pupil premium and whose parents are unwilling or unable to meet the voluntary contribution or charge, the pupil premium funding may be used.

### **In the event of cancellation:**

In the event of cancellation, costs incurred by parents should be reimbursed. Where possible, costs may be reimbursed if a child is unable to go on an excursion because of illness or a similar event. However, if the charges incurred for a trip are not reimbursable by the excursion provider, (such as pre-booked transport, entry fees or residential charges), the parents/guardians must pay and should claim off their cancellation insurance.

### **Activities During School Hours:**

No charges are made for education during school hours. School hours are those when the school is in session and do not include the break in the middle of the school day.

The school provides some activities during school hours for which a voluntary donation may be requested. Where there are not sufficient contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

Charges may be made for the ingredients/materials for activities where a product is produced which the child will take home.

### **Activities Outside School Hours:**

Charges will be made for activities outside school hours offered by external providers.

Any charges for activities outside school hours which are run voluntarily by members of the school staff free of charge will be to cover the cost of materials and/or transport.

### **Other Charges:**

The school reserves the right to make charges for any additional costs incurred by the school (for example damage to property / breakages, photocopying of information at the request of parents etc.)