

Stanton St Quintin Primary School, Stanton St Quintin, Wiltshire. SN14 6DQ			
Name of Policy	Charging Policy		
Last Reviewed	November 2016	Reviewed by	Head Teacher
Approved by	FGB	Owned by	F&P
Next review	November 2019		

Introduction

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 individual or group music tuition.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. 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 have not paid any contribution. We do not treat these children differently from any others.

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 have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events;
- curriculum workshops
- theme days

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. Parents who receive certain state benefits are exempt from payment.

Parents who can prove they are in receipt of the following benefits are exempt from paying the cost of board and lodgings.

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14)
- the guarantee element of State Pension Credit
- an income related employment and support allowance that was introduced on 27 October 2008.

Music tuition

All children study music as part of the normal school curriculum. There is no charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons equal to the cost of providing the lesson. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time. We invite parents to make a voluntary contribution towards the balance required to cover the costs of travel, pool and instructors. We ask parents for their written permission for their child to take part in swimming lessons.

After School Clubs run by external companies

On occasions the school offers additional sports coaching after school by qualified coaches, who are not members of the school staff. These sessions are charged and billed on a termly basis.

Transport to and from activities.

We endeavour to keep transport costs to a minimum. On occasions it is necessary to hire a mini bus or coach. We normally charge children if they are transported to an extra-curricular activity out of school hours. However, we use these charges only to cover the expenses of the trip, and not to make a profit. If the transport is required during the school day as part of a class trip or visit, we include the cost of transport within the calculation for the entire trip and ask parents for a voluntary contribution towards the costs (see 2 above).

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Non residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day,

regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Example 1

Pupils are away from school from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.