



The Management Committee of

**Herons Dale Primary
School**

have adopted the following
policy:

Charging Policy

Review Date: July 2021

Charging Policy

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. However, occasionally Herons Dale School may request a voluntary donation for particular activities.

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;
- school trips abroad;
- musical events.

Herons Dale School follows the West Sussex policy for charging for school activities that mirrors the information given in the Department for Education's advice document published in November 2013 (<https://www.education.gov.uk/aboutdfe/advice/f00213976/school-charging>).

All letters regarding contributions for school activities will make it clear that these are voluntary, and that children of parents who do not contribute will not be treated differently. If any parents have any financial difficulty (no child will be prevented from taking part) they will be invited to talk to the headteacher who will come to an agreed arrangement.

Outside School Hours

An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of school hours. In this case, and for a residential trip, this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision. Parents in receipt of the allowances identified above have the same entitlements.

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 state benefits are exempt from payment.

Music tuition

All children study music as part of the normal school curriculum. We do not 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 may make a charge for these lessons. Parents in receipt of state benefits are exempt from payment.

Swimming and Cooking

The school organises swimming lessons for all children. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

The school organises cooking lessons for all children. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution for this activity to enable staff to provide ingredients. We inform parents when these lessons are to take place.

School minibus (extra curricular activities)

We normally charge children if they are transported in the minibus to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

Signed: I Robson, Headteacher

Date: July 18