



**HOLY TRINITY C E (A) PRIMARY SCHOOL**  
**Charging for School Activities Policy**

**Vision**

We aspire to be a happy, confident and caring community where children are motivated to achieve their full potential in a supportive learning environment, underpinned by a strong Christian ethos.

*1 John 4: 16: 'God is love and those who live in love live in God, and God lives in them'.*

<b>POLICY</b>	Charging Policy
<b>SOURCE</b>	WSSC model
<b>REVIEWED BY</b>	Reviewed & approved by the Governing Body – July 2011 Reviewed and approved by the FGB June 2014; May 2017; July 2020; RC 13.05.22
<b>APPROVED</b>	13.05.22
<b>REVIEW DUE</b>	Summer 2023

The Governors have adopted West Sussex Policy for Schools on Charging for school activities. Where charges are to be made for school activities, a letter will be sent to each child's parent/guardian explaining the basis of the voluntary contribution and the potential for activities to be cancelled where sufficient funding cannot be raised.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours. Holy Trinity CE(A) Primary 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>).

No compulsory charge will be made for any activity which takes place during school hours. Any contribution is entirely voluntary, and the pupils of parents who are unable or unwilling to contribute are not discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

**Arrangements**

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.

## **Residential trips**

Special rules apply for residential activities.

### **1. In School Hours**

If a residential activity takes place largely during school time (50% or more of the whole time spent on the activity occurs within school hours), it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel. However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging. Voluntary contributions (as above) will be requested.

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Universal Credit in prescribed circumstances
- Income support
- Income-based Jobseeker's Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, (provided that the parent is not entitled to Working Tax Credit, and their annual Income, assessed by HMRC does not exceed £16,190 for the year 2013/14
- Guaranteed element of State Pension Credit • An income related employment and support allowance that was introduced on 27 October 2008.

### **2. 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.

## **Music Tuition**

There will be no charge for musical tuition if the teaching is an essential part of either the national curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. For other musical tuition, charges may be made for individuals or groups to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school. No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

There may be other circumstances in which cases of family hardship make it difficult to take part in particular activities for which a charge is made. Should this be the case parents are invited to apply in confidence to the Governors via the Headteacher for the remissions of charges in part or in full. The Headteacher in consultation with the Chair of Governors will authorise any remissions.

**Individual Instrumental Tuition**

Peripatetic music teachers from West Sussex Music Service may visit the school to teach a range of instruments to small groups of children. If parents request that their children are taught by instrumental staff the LEA may charge parents to cover the cost of the lessons, hire of equipment, music books and insurance of the instrument. Parents are sent invoices from the West Sussex Music Service. Parents who are unable to pay the full cost of the lessons should approach the West Sussex Music Service for the remission of fees.

**Voluntary Contributions**

The Governing Body may invite parents to make a voluntary contribution towards the cost of additional activities organised for pupils during school hours. Parents are under no obligation to make a voluntary contribution and pupils will not be treated differently if their parents do not contribute.\*

**School Visits**

Parents may be asked to make a voluntary contribution towards the cost of visits and journeys taking place in school hours. The cost may include travel costs, entrance fees, non-teaching staff costs and teaching staff costs.

**Insurance**

Although the school has insurance which covers all school trips, it does not cover personal accidents. If parents prefer their child has this type of cover, it is their responsibility to ensure this is in place.

**Visiting Speakers**

Parents may be asked to make a voluntary contribution towards the cost of visiting speakers who are invited to come into school to speak to the children.

**Materials for items produced by children**

Parents may be invited to contribute towards the cost of materials used to produce an item, which the child will take home, e.g. in cookery.

*The costs will be determined on the basis of the cost to each individual child participating in the activity, and will not exceed the actual cost of the activity.*

*\*Where voluntary contributions do not cover the necessary costs, and where no alternative funding is available, the activity or visit will be cancelled rather than leave pupils out whose parents are unable, or unwilling to make a contribution.*