

CHARGING FOR SCHOOL ACTIVITIES POLICY

Introduction

Harlyn Primary School believes that all its pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charging Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. This policy identifies where charges are made and not made.

The Governing Body recognises that legislation prohibits charges for the following:

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
2. Education provided outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
3. Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
4. Education provided on any trip that takes place during school hours.
5. Education provided on any trip that takes place outside school hours if it is part of the National Curriculum.
6. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
7. Transport provided in connection with an education trip.

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 Law states: "If the activity cannot be funded without voluntary contributions, the parents will be notified of this from the outset. No child will be excluded from an activity because parents are unable to pay. If insufficient contributions are raised, the trip or activity may have to be cancelled. If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit".

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- Musical events;
- Theatre companies into school, etc.

Non-Residential Visits Guidelines

- All visits and internal activities must be planned and organised well before the proposed visit.
- Parents must be given a minimum of two weeks notice.
- A viability decision must be reached in advance for permission for the visit to go ahead. Viability is decided on:
 - The cost of transport
 - Entrance cost per child
 - Entrance cost per adult
- All visits must not exceed a total of £25.00 per child.
- On occasions, outside agencies may be used for internal activities. These activities will also be organised by considering the viability.
- If the cost per child seems prohibitive, the internal activity may be considered unviable.

Residential Visits

If the school organises a residential visit in school time or mainly school time, we do make a charge to cover the costs of board, lodging, transport and expert tuition. Parents who receive benefit allowances may be entitled to a subsidy; these parents will be in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit.
- Child Tax Credit, provided you are not also entitled to Working Tax Credit and the family's income (as assessed by the Inland Revenue) does not exceed £16,190.
- Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit – If you apply on or after 1st April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

However, if we do not receive sufficient funds, we may regrettably have to cancel visits.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a termly charge by Hillingdon Music Service for individual or group music tuition taught by peripatetic music teachers, as this is not part of the National Curriculum. Parents who receive benefit allowances may be entitled to a subsidy.

We give parents information about additional music tuition at the start of each academic year from Y3-Y6.

Swimming

The school organises swimming lessons for all children in Y4. These take place in school time and are part of the National Curriculum. (We do ask for voluntary contributions towards the transport costs).

Sports

The school offers additional sports clubs and coaching after school, facilitated by members of the school staff or coaches from outside the school. Any qualified coach, who is not a member of the school staff, who runs and organises sessions may charge for these sessions.

Loss and Damage to School Property

Parents of pupils who damage or lose any item of school property/equipment (e.g. windows or computer software), are liable for the costs of repair or replacement.

Responsibilities

The Governing Body is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents, will be considered jointly by the Headteacher and Governing Body.

Date of next policy review: January 2027

Curriculum Committee