

# Greenfields Federation

Littlehaven Infant School and Northolmes Junior School



## *Growing Together, Aiming High*

*Our vision at Greenfields Federation is that we will work together as a community to ensure all pupils achieve their best and everyone feels valued and respected. We will have high expectations for behaviour to create an inspiring and motivating learning environment where all children can deepen their knowledge and develop new skills.*

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## Charging Policy

Review date:	June 2021
Ratified by the Governing Body:	14.7.21
Next review:	June 2022

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### 1. Introduction

1.1 Greenfields Federation provides many opportunities for its pupils to enrich and enhance their experience through Learning Outside the Classroom. This encompasses both onsite and off-site learning.

1.2 The value of Learning Outside the Classroom is well recognised by the Governing Body and fully supported throughout the federation's schools.

1.3 The purpose of this policy is to provide clear information about charging and voluntary contributions for Littlehaven Infant and Northolmes Junior Schools' activities.

### 2. Voluntary Contributions

2.1 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.

2.2 It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, workshops, musical events, sporting activities, etc. during school hours.

2.3 Greenfields Federation 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 May 2018 (<https://www.gov.uk/government/publications/charging-for-school-activities>) and should be read in conjunction with the information provided in the National Guidance [www.oeapng.info](http://www.oeapng.info).

2.4 No compulsory charge will be made for any activity which takes place during school hours.

2.5 Any contribution is entirely voluntary, and the pupils of parents/carers who are unable or unwilling to contribute must not be 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, the activity will be cancelled.

### **3. Arrangements**

To ensure good practice and compliance with the necessary regulations it is expected that all letters regarding contributions for school activities will make it clear that these are voluntary and that children of parents/carers who do not contribute will not be treated differently.

### **4. Swimming**

Northolmes Junior School organises swimming lessons for pupils unable to swim 25 metres. Lessons take place in school time and are part of the curriculum. The school pays for the swimming lessons (hire of pool and specialist teachers) but asks for a voluntary contribution from parents to cover the cost of transport to and from the pool. Depending on the ability of all parents to contribute towards the cost of transport the school may arrange to walk pupils or for a coach one way or in both directions. The school informs parents when these lessons are to take place and asks for their written permission for their child to take part in the swimming lessons.

### **5. Residential Visits (Northolmes - Year 6)**

5.1 If a residential visit takes place covering 50% or more of the whole time spent on the activity within the school week or 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.

5.2 Charges not exceeding the actual cost for the individual pupil can be made for board and lodging.

5.3 Voluntary contributions (as above) will be requested to cover all other costs.

5.4 Parents/carers who are in receipt of the following support payments will be exempt from these charges:

- Income Support
- Income-based Jobseeker's 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

5.5 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 the school week and is not a requirement of the syllabus for a public examination or is not to do with the national curriculum or religious education.

5.6 In this case 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.

5.7 This charge will not exceed the actual cost of the provision.

5.8 Parents/carers in receipt of the allowances identified above have the same entitlements.

## **6. Music Tuition**

6.1 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.

6.2 For other musical tuition, charges will 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.

6.3 No charge will be made in respect of a pupil who is looked after by the local authority.

## **7. Extra-curricular Activities**

The Governing Body have agreed that the schools may charge for some extra-curricular activities. Charges will be made when running an extra-curricular activity incurs a cost to the school, and not to make a profit. These costs may include:

- employing a member of staff to supervise the activity.
- of purchasing specialist equipment, not normally used by the school.
- of replacing equipment used by the school where use during an extra-curricular activity has caused faster wear and tear or damage.
- transport to an extra-curricular activity by a coach or minibus.

When an extra-curricular activity is to be charged for, parents may ask to know how the charge will be worked out and who might qualify for help with the cost.

## **8. Wilful Damage**

The Governing Body may charge parents for damage caused by their child to school buildings or equipment.

## **9. Monitoring and Review of Policy**

The Governing Body will review this policy annually, and as necessary due to any changes in legislation.

### **Related Policies:**

Extended Activities Policy

Pupil Premium Policy