

## **Westbury-on-Severn School Policy on Charging**

### **1 Introduction**

- 1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

### **2 Voluntary contributions**

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. 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.
- 2.2 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, and the school provides this information on request.
- 2.3 The following is a list of additional activities, organised by the school, which may 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 or by a theatre company;
  - musical events.

### **3 Residential visits**

- 3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do suggest a charge to cover the costs of board and lodging. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways. Charges may be waived or reduced at the discretion of the head teacher where application is made.

### **4 Music tuition**

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. A charge for these lessons is made, but there are bursaries available. We give parents information about additional music tuition at the start of each academic year.

### **5 Swimming**

- 5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We do ask for a voluntary contribution from parents to cover the cost of transport. We inform parents when these lessons are to take place.
- 5.2 *Charges may be waived or reduced at the discretion of the head teacher where application is made.*

## **6 Use of coaches and minibuses.**

- 6.1 We normally charge if children are transported in coaches or minibuses to **an extra-curricular activity**. However, we use these charges only to cover the expenses of the travel, and not to make a profit.

## **7 Clubs**

- 7.1 There is no cost involved to children attending a school-run extra-curricular club.
- 7.2 Children attending an extra-curricular club that is privately run may be charged by the provider of that club, at a cost determined by that provider. At the discretion of the Head Teacher, the school may charge the provider a fee for use of premises. Such fee will be obtained directly from the provider and not from individual children attending the club.

## **8 Uniform**

- 8.1 The school sells uniform to parents via the school office in accordance with the school's uniform policy.

## **9 Lost or Damaged Equipment**

- 9.1 It is the policy of the School to allow children to take home reading books on a regular basis. Any reading books defaced, damaged or lost whilst on loan will be charged for at replacement value. Children also have access to many educational materials. If anything is damaged wilfully, parents will be notified and asked to either replace in kind or be charged for replacement or repair.

## **10 Visiting Group**

- 10.1 "Theatre" groups i.e. puppeteer, musicians, writers etc. are invited in to work with the children from time to time, in order to provide enriched curriculum experiences. To cover the costs of these additional activities we may request parents to make a voluntary contribution.

## **11 Monitoring and review**

- 11.1 This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

**Signed:**

**Date:**