



Holbrook Primary School

## **CHARGING POLICY FOR EDUCATIONAL ACTIVITIES**

A full range of educational visits and other activities form an enriching extension to the curriculum, and it is expected that opportunities will arise for children to extend their education both outside and within the school. This document outlines a policy for financing school activities, which both fulfils the requirements of the law, and enables the school to offer the fullest possible range of activities.

### **Non-residential activities taking place wholly or mainly during school time**

No charge may be made for such visits. However, in order to cover costs, the school will ask for voluntary contributions. Children must not be excluded from a visit because of their parents' inability or unwillingness to contribute. The same arrangements apply to activities taking place within the school, such as concerts, theatre shows, etc.

### **Residential visits taking place wholly or mainly within school time**

The Governors' permission must be sought for these visits. If approved, the costs will be recovered as follows:

- Charges will be made for the board and lodging element of the visit. However, these charges must be remitted by the school for children whose families are in receipt of Family Income Support or Family Credit.
- Charges may not be made for travel, insurance, entrance fees, teaching – or other staff costs, materials, etc. However, parents will be asked for voluntary contributions. No children may be excluded from the visit because of their parents' inability or unwillingness to make the voluntary contribution element of the cost.

### **Residential visits taking place wholly or mainly outside school time**

The Governors' permission must be sought for these visits. If approved, all costs will be recovered by charges provided that the visits are 'optional extras' in the sense that they are not a required part of the National Curriculum. Children may therefore participate only if their parents are

willing to pay, and there is no obligation for charges to be remitted for any children.

### **Subsidies for school activities**

In general, the school will not contribute significantly towards the costs of any of the above activities. However, it may be possible to allocate a small part of the school's budget. Additional sources of subsidy would be the school's unofficial fund, specific fund raising efforts and possible support from other voluntary groups.

When necessary, the Headteacher must decide whether to look for a subsidy towards the whole activity, thus reducing costs for all participants, or whether to help out in individual cases, as in covering residence charges mentioned above.

In the event of insufficient financial support being received from parents of participating children, an activity may become non-viable on cost grounds; in this case the activity will have to be cancelled.

### **NOTES**

- When the number of spaces available for an activity for which charges cannot be made is fewer than the number of children who would like to participate, all children will have equal right of access, regardless of ability to pay (usually on a first come first served basis).  
Selection will be made on another basis, e.g. first come first served, drawing lots, age of children, boys only, girls only, teacher nomination, etc. Similar arrangements may also be applied for chargeable activities in order to ensure fairness of access.
- Different regulations from those outlined above apply to charges for trips that are organised by third parties, such as travel agencies, etc. At present it is not intended to arrange any activities of this sort.
- Charges may be made for craft, cookery, technology or similar activities only if parents are aware that their children are involved in these activities, and have expressed a wish that their children bring the finished items home or eat them.
- The Governors may charge parents for damage caused by their children to school buildings or equipment.
- Music tuition are charged activities.

- Clubs operated by external agencies are charged activities.

**Reviewed:** July 2010

**Governor Signature:** ..... **Date** .....

**Next Review Due:** SPRING 2011