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**Perranporth Community Primary School**

**Governing Board Policy On Charging**

**Introduction**

We want every child to participate fully in all available school activities.

**Aims**

The aim of this policy is to:

* To ensure that children are not excluded from activities.
* To ensure that the school curriculum is enriched through visits and

additional activities.

* To set out what charges will be levied for activities, what

remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

**Responsibilities**

The Governing Board of the school are responsible for determining the content of the policy and the Headteacher for its implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Board.

The Governing Board of the school are responsible for ensuring that the school uses its budget and private funds wisely.

**Publication of Information**

A copy of this policy will be available for parents to view on the school website or from the school office.

**Charges for Residential Trips**

All residential trips will be optional. If the school organises a residential trip in school time, or mainly in school time, charges will be levied to cover the full charge of board, lodging and transport, plus additional costs for specific activities. Parents who are experiencing financial hardship are invited to write in confidence to the Headteacher. Charges will not be increased to cover the costs of those pupils who are unable to pay.

**Music Tuition**

All children study music as part of the National Curriculum and no charges are made for this. Private individual and/or group lessons are available through peripatetic teachers and Music Cornwall. Parents are invoiced direct by the peripatetic teachers and Music Cornwall for tuition. Music Cornwall tutors come into the school to provide private music tuition.

**Extra Curricular Activities**

Our extra-curricular after school clubs are provided by an external provider and supported by school staff. Costs are detailed in the letters issued at the start of each new term. For 2017/18 the charges will be £15 for attendance at one club, £20 for two clubs and £30 for three clubs. Parents who are experiencing financial hardship are invited to write in confidence to the Headteacher. Ability to pay will not be a factor when allocating places.

**Breakfast/After School Clubs**

Payment for the breakfast and/or after school club is required weekly in advance. The charges for 2017/18 are £3.00 per child per session. If the parent does not book and pay in advance, the child is not able to attend.

**Remissions**

If the parent of a child is in receipt of Free School Meals or the child is eligible for Pupil Premium, they will be entitled to claim assistance towards the cost of any residential trip. This will be limited to 50% of the total cost of the trip. Exemption from other fees and charges will be at the discretion of the Headteacher. Parents who are experiencing financial hardship are invited to write in confidence to the Headteacher.

**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, however a return slip is sent out to parents asking them if they are willing to pay. If the parents confirm that they are willing to pay then this is deemed a commitment to pay and will be chased if it is unpaid. 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 others.

Sometimes the school and/or FOPS will part-fund trips in order to make them accessible to all. Funding information is available upon request. The voluntary contribution requested will not include an amount to cover the costs of those pupils who are unable to pay. The following is a list of activities organised by the school which require voluntary contributions from parents. These activities are known as “optional extras”.

This list is not exhaustive:

* Visits to museums
* Outdoor adventure activities
* Visits to the theatre
* Musical events
* Sporting events (transport costs)
* Visiting theatre groups/authors

Parents who are experiencing financial hardship are invited to write in confidence to the Headteacher.

**Swimming**

We do not charge for any activity undertaken as part of the National

Curriculum with the exception of swimming, where a voluntary contribution is requested to cover transport costs. The costs associated with the swimming lessons (i.e. hire of pool and instructors) are covered by the school budget.

The voluntary contribution requested will not include an amount to cover the costs of those pupils who are unable to pay. Parents who are experiencing financial hardship are invited to write in confidence to the Headteacher.

**Charges for ingredients, materials and equipment**

For a small number of projects, the school will either provide any ingredients, materials and equipment needed for the delivery of the project or ask parents to provide the materials for their child or request a nominal contribution from the parents. The nominal payment is usually requested where the item produced is to be consumed or taken home.

**Charges for breakages/damage**

The Governing Board have agreed that parents may be asked to pay for any deliberate damage to property or equipment caused by their child.