



John Wycliffe Primary School

Policy:	CHARGING FOR SCHOOL ACTIVITIES
Date Agreed:	8 th February 2016
Term/Year to be reviewed:	As and when changes occur
Sub-Committee to review:	FINANCE & STAFFING

The Governing Body of John Wycliffe Primary School has adopted the Local Authority's policy regarding charging for school activities, whereby schools are entitled to request voluntary contributions from parents/carers to cover the cost of some activities.

John Wycliffe Primary School aims to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences. These activities take place both on and off the school site and are chosen to enrich the curriculum.

Guidelines:

- The funding for these activities will be based on voluntary contributions from parents/carers.
- No child shall be excluded from these activities on the basis that their parents/carers cannot afford to pay or choose not to pay.
- If insufficient funds are raised or are available to cover the costs of the activity it will be explained to parents/carers that it is not viable and has to be cancelled. This will be on all letters to parents/carers as a reminder.
- Parents/carers should be given the opportunity to pay for visits in instalments.
- The school will endeavour to give as much notice as possible of planned trips and other activities.

Educational Day visits

Educational Day visits are funded by voluntary contributions and may occasionally be subsidised by the Friends of John Wycliffe Primary school (PTA). Children accessing Pupil Premium Funding will be supported 100% towards the cost.

Swimming

Swimming is part of the curriculum and lessons are held at Lutterworth Leisure Centre. The school must pay for pool hire, qualified instruction and transport and

these costs are funded by voluntary contributions. Children accessing Pupil Premium Funding will be supported 100% towards the cost.

Theatre, Puppet Groups, etc

Occasionally the school arranges visits to enhance the curriculum eg: theatre groups, artists, puppet groups etc. The cost of these visits may be funded by voluntary contributions. Children accessing Pupil Premium Funding will be supported 100% towards the cost.

Craft, technology and cooking, after-school clubs, etc

There may occasionally be a small charge for cooking ingredients or for items of craft work and design technology and these may be funded by voluntary contributions. There is usually no charge for afterschool clubs run by school staff unless specific equipment or materials are required. After school clubs run in school but organised by external providers do incur a charge and payment is made direct to/from the external provider, however, there is no obligation for pupils to participate.

Music Tuition

The school does not charge for music provided in school as part of the school curriculum. Instrument tuition is available in school time by music teachers who are employed privately by parents, and payment must be made directly to them. Information on the instrumental tuition, costs, payment arrangements and charging is sent out to all parents of key stage 2 children during the summer term and there is no obligation for children to participate.

Residential Visits

The school may charge for residential visits but parents/carers are under no obligation to allow their children to participate. If a parent/carer wishes their child to participate, those children accessing Pupil Premium Funding will be supported 100% towards the cost. Financial support can sometimes be sought through other sources eg: local town charities, specific funds received in school, etc.

Fundraising Events/Non school uniform days

The school will seek voluntary donations from events such as non school uniform days, sponsorships or other fund raising events for registered charities. These are usually agreed in advance and reviewed by the School Council. The purpose for which the donation will be used is explained to parents via newsletters. Donations for these events are voluntary and children will not be prevented from taking part, even if they haven't made a donation.

Income from Sales

Some goods will be sold through school with the intention of making a small profit and this takes the form of commission. Goods include: Book Fair sales, school photographs, etc. Some goods are purchased through school for the convenience of parents/carers eg: water bottles. No charge will be made for selling these items.

Breakages/Damage

In cases of wilful damage, breakage or loss of equipment on loan to children (including books), the Head Teacher may decide to make a charge. Each incident will be dealt with on its own merit and is at the Headteachers discretion.