



## **Holy Trinity C. E. (A) Primary School, Cuckfield Charging for School Activities Policy**

**(for activities from September 2011)**

The Governors have adopted West Sussex Policy for Schools on Charging for school activities (see Appendix). Where charges are to be made for school activities, a letter will be sent to each child's parent/guardian explaining the basis of the voluntary contribution and the potential for activities to be cancelled where sufficient funding cannot be raised.

### **Remissions**

Where the parent of a child is in receipt of benefits the Governing Body will remit the cost of:

- board and lodging for any residential activity that it organises for the children if the activity is deemed to take place within school hours, or when it forms part of the syllabus for the National Curriculum.
- after-school activities

Remission of charges will be in line with West Sussex policy. If parents are in receipt of:

- Income Support;
- Income based Jobseeker's Allowance;
- support under Part 6 of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190 for the year 2010/11);
- the guaranteed element of State Pension Credit
- an income related employment and support allowance introduced on 27<sup>th</sup> October 2008.

there will be 100% remission of charges.

There may be other circumstances in which cases of family hardship make it difficult to take part in particular activities for which a charge is made. Should this be the case parents are invited to apply in confidence to the Governors via the Headteacher for the remissions of charges in part or in full. The Headteacher in consultation with the Chair of Governors will authorise any remissions.

### **Individual Instrumental Tuition**

Peripatetic music teachers from West Sussex Music Service visit the school to teach a range of instruments to small groups of children. If parents request that their children are taught by instrumental staff the LEA may charge parents to cover the cost of the lessons, hire of equipment, music books and insurance of the instrument. Parents are sent invoices from the West Sussex Music Service. Parents who are unable to pay the full cost of the lessons should approach the West Sussex Music Service for the remission of fees.

### **Voluntary Contributions**

The Governing Body may invite parents to make a voluntary contribution towards the cost of additional activities organised for pupils during school hours. Parents are under no obligation to make a voluntary contribution and pupils will not be treated differently if their parents do not contribute.\*

### **School Visits**

Parents may be asked to make a voluntary contribution towards the cost of visits and journeys taking place in school hours. The cost may include travel costs, entrance fees, non-teaching staff costs and teaching staff costs.

### **Insurance**

Although the school has insurance which covers all school trips, it does not cover personal accidents. If parents prefer their child has this type of cover, it is their responsibility to ensure this is in place.

### **Visiting Speakers**

Parents may be asked to make a voluntary contribution towards the cost of visiting speakers who are invited to come into school to speak to the children.

### **Materials for items produced by children**

Parents may be invited to contribute towards the cost of materials used to produce an item, which the child will take home, e.g. in cookery.

*The costs will be determined on the basis of the cost to each individual child participating in the activity, and will not exceed the actual cost of the activity.*

*\*Where voluntary contributions do not cover the necessary costs, and where no alternative funding is available, the activity or visit will be cancelled rather than leave pupils out whose parents are unable, or unwilling to make a contribution.*

*Approved by the Governing Body – 7.11.2001; Reviewed – Summer Term 2006; Reviewed May 2007*

*Reviewed by Gvs – Oct 08; Reviewed by Gvs – Nov 09;*

*Revised by the Governing Body – July 2011*

*Reviewed and approved by the Governing Body June 2014; May 2017*