



Locking Primary School Charging Policy

Responsibilities:

It is the Governing Body of Locking Primary School responsibility to establish this Charging Policy. It meets the requirements of the law and North Somerset's Policy.

Guidelines:

Education provided during school hours must be free. Parents or Carers will be asked to make voluntary contributions towards the following:

- Activities that happen outside school hours. The activities must not be a necessary part of the National Curriculum or Religious Education.
- Residential activities taking place largely during school time.
- Non residential visits for travel costs and entrance fees.

Musical instrument tuition:

- a) Charges may be made for teaching a musical instrument, if the teaching is not an essential part of the National Curriculum.
- b) No charge may be made in respect of KS2 pupils following the Wider Opportunities Programme or taking part in a similar project.
- c) No charge may be made for tuition that takes place during the school day provided to children looked after by the Local Authority.

The majority of the activities provided at Locking fall within the objectives stated above, however a number of activities occur because we ask for payment / contributions and these activities could not be provided if we had not asked for financial assistance.

The restrictions on charging for school activities do not in any way prohibit or restrict an LA or school from seeking voluntary contributions whether during or outside school hours, residential or non-residential.

Mandatory payments for goods and services such as school meals must be made promptly.

Conditions:

- 1) It must be made clear that it is voluntary. Children of parents who do not contribute anything will not be treated differently.
- 2) The activity cannot take place without help from parents and will be cancelled if not financially viable.
- 3) Parents / Guardians who are in receipt of Income Support, Family Credit or Jobseekers allowance may be eligible to certain statutory remissions for some charges.
- 4) Any Parent or Carer who cannot afford a voluntary contribution should approach the Head Teacher in confidence to find out what help is available.
- 5) Money that had not been prepaid would be refunded. Each case will be reviewed on an individual basis.
- 6) Pupils in receipt of Pupil Premium funding will have non-residential trips paid for with a contribution towards residential opportunities. Parents may of course still pay if they wish too.

This policy will be reviewed on a regular basis.

Written by Leadership Team

February 2016

Ratified by Governors Resources committee 23:02:16

To be reviewed 2018