

Lingfield Primary School

Charging Policy

All education at Lingfield Primary School during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition which is provided by Tees Valley Music Service.

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. 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 any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. School generally subsidises the cost of each visit to limit the contributions requested. When calculating the contribution requested per pupil the total cost for the visit including transport and any admission charges minus the school subsidy are divided equally amongst the number of pupils expected to participate. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional 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;
- transport;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company; · school trips abroad; · musical events.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, we aim to make the payments as flexible as possible in order to promote access of the activity to as many pupils as possible. Wherever possible payment plans are offered to allow parents to pay more substantial amounts over a longer period of time. In line with government guidance parents who are entitled to free school meals for their children are not required to pay for the board and lodgings element of any residential visit. Again, the contributions requested for the activities and transport included in residential visits are voluntary however it is made clear to parents that without these the residential visit would be unable to go ahead.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for all children in Key Stage 1 and key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

Extended School Activities

The school offers a range of additional activities after school. These may be run by adults who are not a member of the school staff and we may make a charge for these sessions.

Damage/Loss to Property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Extra Curricular and School Clubs

Clubs and activities provided by third parties will be chargeable

Monitoring and review

This policy is monitored by the governing body, and will be reviewed in two years, or sooner if required.

October 2014