



CHARGING POLICY

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Colham Manor Primary School **Charging Policy**

1 Introduction

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

2 Voluntary contributions

2.1 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. 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.

2.2 If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

2.3 The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

3 Residential visits

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, there will be a charge to cover the overall costs of travel, board and lodging. Parents are given an option to pay in instalments prior to the trip taking place.

4 Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits are

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exempt from payment. We give parents information about additional music tuition at the start of each academic year.

5 Swimming

5.1 The school organises swimming lessons for pupils in Y4. These take place in school time and are part of the National Curriculum. We 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 in swimming lessons.

6 After school Clubs

The school operates a range of after school clubs. For most of these there is no charge. Occasionally a charge may be made for an after school club where specific resources are required (e.g. cooking). Also where a club requires specialist coaching and is run by an outside provider who is not a member of the school staff, it may be necessary to make a small charge for these sessions.

7. Remissions

7.1 The school does not expect pupils who do not pay for a trip to be subsidised by other pupils. The school considers the use of pupil premium funding to subsidise a trip for a pupil who is entitled to a Free School Meal. Cases are looked upon on an individual needs basis where part or full subsidy may be made.

8. Bursary

8.1 The school offers a bursary of £75 for parents of pupils who are eligible for the Pupil Premium Grant. This is an amount of money credited to the family that can be spent on the following items from school:

- School trips
- Breakfast or after school club care
- School photographs
- School uniform brought from school
- Music tuition
- Books or other school resources available from school. E.g travelling book club.
- The cost of any extra curricular clubs organised by the school
- The cost of any activities organised by the school

This list is not exhaustive and at the discretion of the headteacher. If a parent does not pay for a school trip, the school reserves the right to allocate the cost of the trip from the bursary, should sufficient funds be available. Reference should be made to the policy and procedure of the bursary which are available from the school office.

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