



# Winster Primary School

CofE (Controlled)

## Policy Document

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### Charging Policy

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#### Summary - how we make charges to staff and pupils

Winster school policy is to make a wide range of activities and visits available to all pupils. Winster School may invite parents and others to make voluntary contributions (in cash or in kind) to make school funds go further. The school and the Governing Body will ensure that no pupil is excluded on the grounds of cost.

This policy clarifies those areas where a charge is to be made for an activity.

Drafted:	20 March 2011	
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Adopted by Governing Body:	10 May 2011	Minute number: 36/11
Reviewed by Governing Body:	1 May 2012	Minute number: 33/12
Reviewed by Governing Body:	7 May 2013	Minute number: 25/13
Review date:	Summer 2016	

## Charging policy

Education provided during school hours is free. This includes materials and equipment, and transport provided in school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity. "School hours" are those when the school is actually in session and do not include the break in the middle of the school day.

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The school will consult with the PTFA where additional funding may be required for extracurricular events, and welcomes PTFA support.

### **Charges made to pupils and their parents/carers**

#### **Visits during school hours**

It is the policy of Winster School to ask parents to contribute voluntarily to transport, admission and incidental charges for visits during school hours. This includes visits which form part of the National Curriculum or religious education. Children of parents/carers who do not make contributions will not be excluded from the activity.

The school may ask the PTFA or parents/carers for a contribution towards the cost of transport to and from swimming lessons. This enables Years 2-6 to take part in swimming lessons rather than just Year 6.

#### **Residential visits**

Where a residential activity takes place largely during school time, a charge will be made for board and lodging. These charges can be waived for pupils whose parents are receiving certain benefits. Details are available from the Headteacher.

#### **Music tuition**

Music lessons are available on a voluntary basis to junior pupils. A charge will be made for these lessons where the teaching is not an essential part of either the national curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

#### **Visits and activities outside school hours**

Charges may be made for activities which take place wholly or mainly outside school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

#### **Loss or damage to school property**

Parents/carers will be required to pay for loss or damage to school property for which their children are responsible, where appropriate.

## **Charges made to staff**

### **Telephone**

In view of the fact that mobile reception is not available on most networks in and around the school grounds, at the discretion of the Headteacher no charge will be made to staff for reasonable use of the school's telephone for urgent domestic situations.

### **Photocopying**

At the discretion of the Headteacher, no charge will be made to staff, nor to the PTFA and others making copies for the benefit of the school, for reasonable use of the school's photocopier.

This policy does not affect the school's charging policy in relation to photocopying under the Freedom of Information Act.

The Headteacher and Chair of Governors together will be guided by this policy in deciding where a charge is to be made.