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| Date Policy Agreed by Governors: | | Date Policy to be Reviewed: | |
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Charging Policy

Aims

To meet DCSF guidelines on charging and conform to the requirements of the Education Act 1988, this policy is to clarify to parents and carers what charges the school will make for educational events and activities. Details of the school charges can be found on the school's website in the parent information area.

Voluntary Contributions

We follow the DCSF guidelines on charging for school activities. Schools may ask for voluntary contributions towards the cost of:

- Any activity that takes place during school hours
- School equipment
- School funds generally

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, then it must be cancelled.

School trips and visits

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 the school does not receive sufficient voluntary contributions, the trip may have to be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children any differently from any others.

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
- Activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Residential school visits
- Musical events

Where the trip takes place wholly or mainly during school hours, the school offers to support children whose parents are in receipt of the following support payments **in addition to having free lunch entitlement:**

- Income support
- Income based job seekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their income does not exceed £16,040
- Guaranteed State Pension Credit

In such cases, the school pays 50% of the cost.

A similar entitlement applies where the trip takes place out of school hours but is necessary as part of the National Curriculum.

Residential Visits

Schools are permitted to charge for board and lodging during residential school trips. The cost must not exceed the actual cost of the provision.

If the residential visit is to provide education directly related to the National Curriculum, we ask for voluntary contributions to cover the cost of entry fees and travel expenses. Where the trip takes place wholly or mainly during school hours, the school supports children whose parents are in receipt of the support payments as detailed above.

In such cases, the school pays 50% of the cost of the transport and entry fees.



Curriculum activities within school, e.g. workshops, plays, visiting speakers

The school recognises that, as a state school, the education provided wholly or mainly during school hours is free. This means that we cannot impose a charge on parents for any activities within school that are part of the national curriculum. However, the school may ask for a voluntary donation in order to offer additional exciting opportunities to enhance the curriculum. Events which may be organised within school where voluntary contributions are sought could be for example:

- Travelling theatre groups
- Visiting speakers
- Musical performances

If the activity is not essential for the curriculum, then parents will be asked to pay the full costs; in this instance parents cannot be asked for additional money to subsidise the cost of those who don't pay.

Cycling Proficiency / Bikeability / Pedestrian Skills

These lessons are available for children in Key Stage 2 and a *minimal fee is charged to parents who have given consent for their child to attend. The lessons are typically provided by the local authority road safety team.

To note; failure of children to attend both dates results in the school receiving a hefty fine and the cost of the fine will be charged to the parent.

****There may be opportunities for the cost of Cycling Proficiency / Bikeability / Pedestrian Skills to be covered as part of the Sports Premium. This is reviewed on an annual basis and parents of children in the relevant year groups will be made aware of this.***

Extended School & Preschool Provision

These sessions are invoiced half termly in advance and must be paid before the start of the half term they relate to.

Loss of equipment or damage to school property

The cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour will be charged to the parent or carer of the child.



Music Lessons

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. East Riding Yorkshire Council makes a charge for these lessons. *The charge for these lessons are paid for by parents.*

We give parents information about additional music tuition at the start of the academic year. Parents/carers will be asked to pay for examination fees if applicable.

Photocopying

The school may charge an appropriate sum for any use of the photocopier which is outside normal school usage and for Subject Access Requests.

School Meals

There is a charge for the provision of a hot meal at school for Preschool and Key Stage 2 children (from Year 3 upwards). Details of the current cost are available on the school website.

Payment for meals is required in advance or on the day that a meal is eaten. For those applying for free school meals, meals will need payment until confirmation of entitlement is received from the Free School Meals team at the Local Authority.

Swimming

The Local Authority organises swimming lessons for children in Key Stage 2, which takes place over 10 weeks. These take place during school time and are part of the National Curriculum.

We inform parents when these lessons are to take place. There is currently no cost for these lessons. Children who do not meet the required standard in swimming in Year 4 may attend swimming lessons again in Year 5 or 6. The cost of additional sessions for non-swimmers may be covered as part of the Sports Premium funding that is received.

Charges for Community Use of the School Site



All requests to use the school site should be addressed to the Local Authority who will liaise with the Headteacher/School Business Manager, who will be responsible for accepting or refusing that booking.

The Local Authority manages all bookings after 6pm. The site may only be used for educational, social and cultural purposes. The school and the Local Authority will not be liable for any loss or damage to the hirer or their property or any person or persons admitted to the premises by the hirer. The Local Authority requires the hirer to make good any damage caused during the period of the letting. No smoking is allowed on the site. It is recommended that the hirers should have Public Liability Insurance, and this is a condition of booking for any hirer who charges participants for the activity.

Fees

The Headteacher will decide on the fee to be charged for each event or series of events. Generally, events which involve the school's pupils will be either free or at low rates to encourage such events to take place.

Events which involve village organisations will be charged at a minimal rate, but one which ensures that the school is reimbursed for any extra expenditure, such as heating, cleaning and caretaker costs to open/close where necessary.

Events which are run by outside organisations, and which involve raising funds will be charged at such a rate that the school gains financially.

Other Circumstances

The school recognises that additional events may take place that don't fall in line directly with any of the above. The policy though will be to charge in line with the DCSF guidance as specified in the first item.

Review and Monitoring

This policy will be reviewed at least annually and necessary improvement will be made following review.

The last review took place in **November 2024**.