



Introduction

Educational experiences should be accessible to all our children. We do not charge for any activity undertaken as part of the delivery of the national curriculum in school. St James CE Primary School does, however, provide a range of activities in order to enrich children's learning.

Educational activities are free of charge if they take place wholly or mainly during school hours (school hours being those hours when a school is in session and not including break or the middle part of the day). However, the school reserves the right to seek voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential.

Aims and objectives

The aims of this policy will:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers.
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

Voluntary contributions

When organising school trips, visits or specialist speakers/workshops, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. There will be no discrimination whatsoever should a parent decide not to make a voluntary contribution. The school however reserves the right not to pursue an activity if sufficient funds are not found.

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

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of school time that is not:
 - a) part of the national curriculum.
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (for example breakfast club, after-school, clubs, tea and supervised homework sessions).

Some 'optional extra' activities organised by the school may include:

- Visits to museums and theatres.
- Sporting events.
- Musical performances.
- Breakfast club provision.

Residential visits

The school organises a residential visit which is to provide education directly related to outdoor and adventurous activities. We make a charge to cover the costs of travel expenses, board and lodging.

Extracurricular clubs

A wide range of clubs are offered after school, the vast majority of which are free. When a specialist teacher, private provider or qualified coach runs and organises these sessions a small charge will be made. The school also organises swimming lessons for children in KS2. These take place in school time and are part of the national curriculum. We make no charge for this activity.

Conclusion

Charges are used only to cover the expenses of a trip, visit or activity, and not to make profit.

Monitoring and review

This policy is monitored by the governing body and will be reviewed every three years or sooner if necessary.

Prepared by: Lisa Belfield (Principal)

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