

*“Together we can achieve more”*

# Highfield Primary School



## **Charging Policy 2017**

# Highfield Charging Policy

At Highfield Primary School the School Improvement Plan aims to:

- To continue improving standards of achievement in English and Maths, including narrowing gaps in achievement between groups
- To provide a stimulating and engaging Creative Curriculum which allows opportunities to transfer skills across other curriculum areas

Our values place great importance on developing the "whole child" and our Creative Curriculum is designed to:

- Provide a broad and balanced curriculum that meets the needs of all pupils to enable them to achieve their full potential and make progress in learning.
- Build up children's confidence and motivation to learn through the use of a range of learning and teaching styles.
- Provide enrichment opportunities where learning and teaching can take place beyond the classroom. This aim links directly to one of the "rights" contained in our "Children's Charter": - the right to investigate and learn, and the right to go on trips.
- Promote pupils' good behaviour and safety and their spiritual, moral, social and cultural development and encourage children to become more active citizens within the school community and beyond.

Notwithstanding these priorities and our values, it is recognised that the provision of educationally valuable activities have been, and will continue to be, dependent on financial contributions in whole or part from parents/carers. Without that financial support, the school would find it difficult to maintain the quality and breadth of educational experiences.

**The Education Reform Act 1988 states: -**

- That education in schools should be free.
- That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents/carers' ability or willingness to help meet the cost.
- That there is no statutory requirement to charge for any form of education but that Local Authorities (LAs) and schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
- That LAs and schools have the right to invite voluntary contributions for the benefit of the school or in support of any activities organised by the school, whether during or outside school hours.

**With these statements in mind it is the Policy of this school:-**

- To continue to request voluntary contributions from parents/carers towards activities organised by the school during school hours.
- The Friends of Highfield are willing to support the funding of certain activities. Subsidies may be available for children whose parents/carers are unable to make a voluntary contribution.
- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.
- Board and lodging costs on residential trips will be charged. There may be special circumstances when the school may offer a small subsidy to parents/carers in financial difficulties. These families will be expected to pay a contribution. The percentage of subsidy available will be set annually prior to the visit. Parents/carers willing to apply for a subsidy should make a written commitment to pay the subsidised amount requested by a specified date to secure a place.
- The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- This school may make charges for breakages and damage to property.

#### **AREAS WHERE CHARGES MAY/MAY NOT BE MADE:**

##### **Day and part day educational visits**

For visits occurring during school time the Headteacher will invite a voluntary contribution from parents/carers to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled.

##### **Swimming lesson.**

No charge is made for swimming lessons. The school covers the whole cost of transport and tuition.

##### **Residential visits outside school time**

The school organises an annual residential visit for Year 6 pupils. Parents/carers will be charged for the cost of the accommodation, food and activities at the activity. The school may cover the cost of the transport to the centre. Further subsidies for those in financial difficulties will be agreed by the Headteacher. If a certain number of families do not sign up for the residential (a minimum of 20 pupils) it is likely that the visit will be cancelled.

##### **Instrumental music tuition**

Teachers from the Enfield Arts Support Service provide music lessons during the school day, and parents/carers cover the full costs of these lessons.

**Classroom materials** No charge is made for materials and equipment. However, where parents/carers would like to possess the finished article, the school reserves the right to make a small charge for the materials used, e.g. pottery, art canvases, art frames etc.

## **Freedom of Information Act.**

If a parent/carer wishes to have access to data under the Freedom of Information Act. The school will provide copies of the required documents for an administration fee of £5.00

This policy will be reviewed periodically by the *Governors' Finance Committee* and may be amended if appropriate. Any eventuality not covered for by this policy will be considered by the Headteacher and *Governors* and a decision made in line with the LA Policy on Charging.

October 2017