



THE LATIMER PRIMARY SCHOOL
Developing Responsibility; Caring about Achievement

CHARGING FOR SCHOOL ACTIVITIES POLICY 2017

Approved by Governing Body of Latimer Primary School: May 2017
Proposed review date and recommended frequency of review: May 2018 to be reviewed annually
Signed by Chair:
Other related policies: Finance Procedures & Internal Control, Finance Policy & Regulations, Best Value Statement and relevant Health & Safety Policy

The Latimer Primary School
Charging for School Activities Policy

The Governing Body recognises the valuable contribution that a wide range of activities, including educational visits and residential experiences, can make towards the pupils' personal and social education and therefore encourages such activities as part of a broad and balanced curriculum. Educational and residential trips need to be funded by voluntary contributions from parents which will include teacher, helper and transport costs. No children will be excluded from participating in an activity which the school has organised because of unwillingness or inability to pay by their parents. The school is always happy to discuss payment arrangements especially for those families in receipt of pupil premium money. **However, parents should be aware that some activities may not go ahead if costs cannot be met by voluntary contributions.**

There will be a different charging procedure regarding activities which are deemed outside school hours and this will be made clear at the time, if and when these activities are planned.

The school will always seek to achieve "best value principles" for all the activities in school such as seeking three quotes before deciding on which transport company is to be used. All staff are conscious of rising costs of education and family budgets and will always try to attempt to keep costs to a minimum.

Governors also reserve the right to charge for:

- Damage to fixtures and fittings and loss or damage to equipment, including books
- The cost of materials or ingredients for Art, Design and Technology and cookery when the products are taken home

Swimming

Swimming lessons take place in school time and are part of the National Curriculum; therefore no charge is levied. We ask parents for written permission for their child to take part in swimming lessons.

Educational Day Visits

In order to support the school curriculum and give children opportunities to explore learning through practical means, each class will organise educational day visits. In order to achieve this, the school will ask parents for a voluntary contribution towards the cost of the trip for their child. Trips will be organised where similar or same activities cannot be achieved in school.

Residential visits

The school organises residential visits to provide education directly related to the National Curriculum. Any activity planned to take place "mainly out of school time" as defined in section 107 of the Education Reform Act 1988 attracts a charge, which is the full cost of all aspects of the activity. Board

and lodging on residential trips are included in this section. If parents are experiencing financial difficulty they are invited to write in confidence to the Co-Head Teachers. Parents in receipt of pupil premium funding are offered help at the beginning of the process. If parents would find it helpful they are welcome to pay in instalments.

Deposits

Non-returnable deposits for residential trips may be required to cover initial payments and administration costs.

Uniform

As a school we ask parents to ensure their children wear an agreed list of school uniform. We do not expect all school uniform to be bought from school and we do accept that some parents might wish to purchase plain blue jumpers. Sweatshirts, sweatshirt cardigans, fleeces, scarves and reversible coats, bearing the school badge, can be purchased from the school office. The processes for purchasing school uniform follow the school's "Best Value" systems.

Fundraising Events/ School Non-uniform Days

When the school holds a fundraising event for charity the beneficiary will be agreed in advance and reviewed regularly. School non-uniform days and other dressing up activities to raise money are all voluntary. All contributions are voluntary and children will not be prevented from joining in even if they have not made a donation.

Enrichment Activities

In order to enrich the children's experiences, various visits or activity days are organised related to specific topics. The costs of such events are sometimes subsidised from school funds or by FOALS but voluntary contributions from parents may also be sought.

Breakfast Club / After School Club

The school runs a Breakfast Club before the start of the school day from 7.30 - 8.30 a.m. The charge for Breakfast Club is currently:

- £3 per day, £15 per week
- Pupil Premium Children – Free of Charge

The school also has an After School Club which runs from 3.15 – 6.00 p.m. and offers a variety of activities. The charges for After School Club are currently:

- Full session (collection between 4.15pm and 6.00pm):
 - £8 per session, £40 per week
- Collection before 4.15pm
 - £4 per session, £20 per week
- Pupil Premium Children
 - £4 per session irrespective of when collected

These prices will be reviewed before the start of the 2017/2018 academic year.

Judo Club

We currently have a Judo club on Friday afternoons after school which is run by an outside agency – Sporting Chance (Team Red Star). Adam Welford, who runs the club, has his own brochure of charges and can be approached via the school office. He is charged for use of the premises in accordance with the L.A. charging guidelines which are reviewed each year by Governors.

Rainbow/Brownies

There is a Rainbows/Brownies meeting at the school on Tuesday evenings, which is run by Ms Audrey Lunn. Ms Lunn is charged for this letting in accordance with the L.A. charging guidelines which are reviewed each year by Governors.

FOALS

As the activities and functions which FOALS organise are solely for fund-raising and for the benefit of the school, it has been agreed that all charges will be waived.

Financial Hardship

Any parent/carer for whom this may apply should contact the Co-head Teachers and their case will be reviewed sympathetically within the constraints of the school budget and general funds.

Refunds

In the event of a child being unable to take part in a school activity for which a charge or voluntary contribution is levied, or the activity is cancelled, refunds will be made whenever possible minus unrecoverable charges incurred by the school. Procedures for refunds for residential visits will depend upon the details of the insurance policy applying and will be notified to parents in advance of the trip. Refunds would be at the discretion of the Finance & Personnel Committee. Parents/carers will usually be requested to sign for a refund at the school office.