

OUR LADY OF LOURDES CATHOLIC PRIMARY SCHOOL



*Loving like Mary,
Serving like Mary,
Learning like Mary,
Believing like Mary*

Charging Policy

Date	Review Date	Coordinator	Nominated Governor
October 2019	October 2022	Sally Nutman	Finance Portfolio Holder

Rationale

Our Lady of Lourdes Catholic Primary School aims to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences. These take place both on and off the school site and all activities are chosen to support the children's learning and the school's ethos.

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities.

The DfE document, *Charging for School Activities* (May 2018) sets out what schools cannot charge for. This includes:

- an admission application - the School Admissions Code rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of Religious Education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent; and
- entry for a prescribed public examination, if the pupil has been prepared for it at the school.

Schools can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, at the request of parents;
- certain early years provision; and
- community facilities.

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Optional extras include:

- 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. July 2019 1 Version 1
- 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 (e.g. breakfast and after-school clubs).

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Objectives

The objectives of the Charging Policy are:

To ensure activities offered in school time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.

To identify those activities for which charges may be levied.

To invite voluntary contributions for the benefit of the school in support of any activities organised by the school either during or outside school hours.

School Trips, Events or Visits

When organising school trips, events or visits which enrich the curriculum the school asks for parents or carers to contribute towards the cost. All contributions are voluntary and we do our best to keep costs to a minimum.

If we do not receive sufficient voluntary contributions, we may have to cancel the trip or visit.

If a trip or visit goes ahead, it will include children of parents or carers who have not paid any contribution. We do not treat these children any differently from the rest of the class.

If the school organises a residential trip, the parents or carers are asked to pay for the board and lodgings and travel expenses.

If parents or carers are experiencing financial difficulty they are invited to write to the Headteacher in confidence so that the Head can attempt to find alternative funding. Those families who are in receipt of state benefits are also invited to discuss financial arrangements with the Headteacher contributions towards the visit are given at the discretion of the Headteacher or the Governing Body within the limitations of the school budget.

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Music Tuition

All children study music as part of the National Curriculum for which there is no charge. A charge is made for individual or group lessons where the children are taught by peripatetic teachers. Those families who are in receipt of state benefits are also invited to discuss financial arrangements with the Headteacher contributions towards music lessons are given at the discretion of the Headteacher or the Governing Body within the limitations of the school budget.

Swimming

The school organises swimming lessons for children in most classes. We ask for a voluntary contribution towards the cost of transport, the hire of the pool and for the instructors. If we do not receive sufficient voluntary contributions, we may have to cancel swimming.

Breakfast Club and after school Clubs

The cost of attending Breakfast club is £5.50. The cost of after school clubs is available on the school money site. Those families who are in receipt of state benefits are also invited to discuss financial arrangements with the Headteacher contributions towards clubs are given at the discretion of the Headteacher or the Governing Body within the limitations of the school budget.

Breakages

In cases of wilful damage, breakage or loss of equipment on loan to children, the Headteacher, in consultation with the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the nominated governor.

Headteacher:		Date:	
Chair of Governing Body:		Date:	