

Oldfield Park Infant School

Charging Policy

At Oldfield Park Infant School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. But there are some strict rules we have to abide by. Our charging policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

Charges

All activities that are a necessary part of the National Curriculum (including Religious Education) are provided free of charge.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Activities held on the school premises that are offered to pupils and run by a private provider.

There are other circumstances where the governors may make a charge although these do not generally happen at this school :

- Visits to theatres or other places of interest, deemed to be optional extras, taking place outside school hours.
- The cost of materials or ingredients used in curricular activities provided that parents have indicated in advance that they wish to own the finished product.

Voluntary Contributions

Although the school may not charge for activities which are part of the normal school day or part of the National Curriculum the Governing Body may invite parents to make a **voluntary** contribution towards the cost of providing educational experiences for the children

Examples of circumstances in which voluntary contributions might be requested include:

- Transport for trips
- Admission charges

Where such a contribution is requested, it must be made clear that there is no obligation to contribute and that registered pupils at the school will not be treated differently, according to whether or not their parents have made any contribution.

It must also be made clear to parents whether they are being asked to contribute towards the whole of the activity, or a part. If the requested contribution is only a part, parents will be told where the balance of the funding will come from.

It must also be stated if the activity may not be able to go ahead unless the cost of the activity is covered. No parents should be asked to contribute more than the share of their own child's proportion of the charge. In cases where the full cost of the activity is not then covered, the Headteacher will decide whether to subsidise the activity from School Funds.

If a child is absent from an activity for which their parent has paid a charge or made a contribution, that money must be refunded, if the parent so wishes.

If a trip is cancelled full refunds will be given.

Any shortfall that then arises in the cost of the activity will be made up from School Funds or PTA donation.

The cost of trips is calculated to be non profit making therefore a surplus should be unlikely to occur. Any surplus is carried forward and offset against the cost of subsequent trips or enrichment activities for the same children.

The school reserves the right to cancel an activity where insufficient voluntary contributions are received to meet the full cost we may have to cancel the activity.

Remissions and Financial Assistance

We understand that occasionally a family may experience difficulty in making a payment or voluntary contribution.

Parents whose family circumstances make it difficult for their children to take part in particular activities for which a charge is made are invited to apply in confidence for the remission of such charges, either in part or in full.

The school will also make arrangements for parents to pay the cost of an activity or to make a voluntary contribution in instalments.

Notice of activities

Parents will be told at the outset if there will be a charge for an activity or if it needs to be funded by voluntary contributions, giving as much notice as possible.

Checked and Approved by Finance Sub-Committee Sept 2015