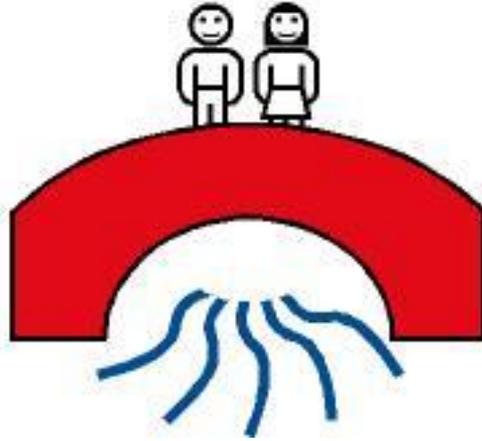


# Loddon Primary School



## Charging for School Activities Policy

Author: Jenny Sumner

Committee responsible: Finance Committee

Date of last review: June 2018

Date of next review: June 2020

Authorised on 13 June 2018

*S Phillips*

Sarah Phillips

Headteacher

*D MacDonald*

D Macdonald

Committee Chair

## **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

## **Voluntary contributions for activities as part of the Curriculum**

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity and transport costs. All contributions are voluntary. If the activity cannot be funded without voluntary contributions this will be made clear from the outset.

Parents of children eligible for Free School Meals will be made aware that they are not expected to contribute. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is encouraged to participate fully in the trip or activity as long as parental consent has been given.

If appropriate and funds allow, the school or PTA may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir or other school clubs are also without charge.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid directly to the Berkshire Maestros which provides peripatetic music teachers to teach individuals or small group lessons on the school site. They may also charge for the use of musical instruments.

We give parents information about additional music tuition at the start of each academic year.

## **Swimming**

The school organises swimming lessons in the school swimming pool. Lessons take place in school time and are part of the National Curriculum. We ask parents for a voluntary contribution to cover the cost of heating and maintaining the pool. We will inform parents when these lessons are to take place and we ask for their written permission for their child to take part in these.

## **Optional Extra Activities**

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)

It is not normally the Governors' policy to charge for school organised onsite activities such as school clubs.

It is the Governors' policy to charge for offsite activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil towards additional staff costs, travel, board & lodging, materials, books, equipment, entrance fees and insurance. The following is a list of additional activities that may be organised by the school, which require contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- school trips abroad
- musical events

### **Activities not run by the School or LA**

When an organisation (an external provider) acting independently of the school or LA arranges an activity to take place during or after school hours and parents want their children to join the activity, such organisation may charge parents.

### **Residential Visits**

The school organises residential visits for Year 5 and 6 children. The school will charge for the cost of board & lodging and ask parents for a voluntary contribution to cover the cost of transport, materials, entrance to any sites visited and charges for any activities to be experienced. If the visit cannot be funded without voluntary contributions this will be made clear from the outset. The contribution will not include the cost of any additional staff time or supply cover needed. Parents will be given the option of a payment plan to spread the costs of the residential visit.

Children of families on Free School Meals or in special circumstances will not be charged board and lodging and not asked for the voluntary contribution for travel and activities. This will be stated clearly on letters and is dealt with discretely and in confidence by the head teacher. The cost will be covered by funds available to the school, e.g. Pupil Premium funding received.

### **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

### **Breakages & Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books
- defaced, damaged or lost library books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour.

### **Additional Needs**

The governing body confirms that no pupil with additional needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a disadvantage.

### **Lunches**

The school has a contract with an outside caterer (Caterlink) to serve lunch every day in the dining room. Children are asked at registration if they are having school dinner that day. Meals are paid through the school office or online via Tucasi, there is a link to their website on School's website. Information about how to apply for free school meals is available from the office and on the website.

### **Related Policies and Procedures**

Educational Visits Policy

Education Visits Procedures

# LODDON PRIMARY SCHOOL

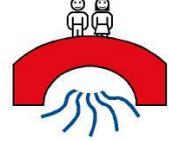
Headteacher: Mrs S Phillips, MA ED (Open)

Silverdale Road, Earley, Reading, Berkshire, RG6 7LR

Tel: (0118) 9261449 Fax: (0118) 9266351

Email: [secretary@loddon.wokingham.sch.uk](mailto:secretary@loddon.wokingham.sch.uk)

Loddon  
Primary School



January 2018

Dear Parents/Carers

## Year X Trip to XXXXX Date

I am writing to let you know that we are planning a school visit which your son/daughter will be involved in. The visit is to (trip venue) in (trip location) and will take place on (date). We will be leaving school at (time) and returning by (time).

The cost for each child is £x this is the cost of (add in travel, admission, activities as relevant). The Education Act, 1996 allows the school to request a voluntary contribution for the costs. As the school does not have the funds to cover the costs of travel/admission charges, I must ask all parents/carers to make a voluntary contribution to cover them. If we do not receive enough voluntary contributions the trip may have to be canceled in line with our Educational Visits Policy.

If you receive any of the following benefits your child may be eligible for free school meals

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.

These entitle your child to pupil premium and we will not need a voluntary contribution or provide a packed lunch, please see the office for more information on how to apply.

The children will need to wear (add school uniform or appropriate clothing) on the trip as they will be representing our school. Please provide your child with a packed lunch without sweets, chocolates, food containing nuts, plastic bottles (where possible), glass bottles or fizzy drinks. The lunch should be brought in a named carrier bag and all packaging must be disposable including drinks. (delete/change if food is provided at the venue)

If you are able to help with the trip please indicate on the slip below. Your Child's class teacher will contact you if your help is needed.

Cont...

I would be grateful if you could complete the tear-off slip below to indicate if you have made a voluntary contribution and return it to the school with the attached Form EV2 by (date). Please note we are unable to take children on the trip unless we are in receipt of the completed EV2 Form.

Yours sincerely

(add Party Leader)

✂-----

To: - Loddon Primary School

Year X Trip to XXXXX  
Date

CHILD'S NAME \_\_\_\_\_

(add class name)

I acknowledge receipt of the information regarding the proposed visit to (add trip name) and I enclose the completed Form EV2.

\*Delete as appropriate

- I have made a voluntary contribution of £x via Sopay online
- I have made a voluntary contribution of £x in cash
- I have made a voluntary contribution of £x by cheque (made payable to Loddon Primary School)
- I have made a voluntary contribution via Pupil Premium
- I am not able to make a voluntary contribution
- I am able to help with the trip

SIGNED \_\_\_\_\_ (Parent/Carer)

# LODDON PRIMARY SCHOOL

Headteacher: Mrs S Phillips, MA ED (Open)

Silverdale Road, Earley, Reading, Berkshire, RG6 7LR

Tel: (0118) 9261449 Fax: (0118) 9266351

Email: [secretary@loddon.wokingham.sch.uk](mailto:secretary@loddon.wokingham.sch.uk)



(date of letter)

## YEAR x RESIDENTIAL TRIP

(add venue and date)

Dear Parents/Carers,

We have secured a booking for a residential centre in (add location) for the (date). The centre is called (venue name) and is part of the (add group if part of one) which we have used previously.

(centre name) offers add in information about venue and a link to their website.

We will undertake the Action Studybreak programme which consists of (add information about the activities available). The programme is tailor made to achieve our objectives. We will host a parent meeting closer to the time to share the exact itinerary with you.

For the visit to (venue name), the total cost will be £xx, which includes full board and accommodation, return coach travel, all excursion transportation and entrance fees, an activity and entertainment programme, instructors who will remain with the group to act as guides and comprehensive travel insurance (change if needed). We require an initial, **non-refundable deposit** of £xx by (date) to secure the provisional booking that has been made, the balance being paid over the following months. In the event of cancellation, refunds, excluding the **non-refundable deposit** will be considered on an individual basis. All cheques should be made payable to Loddon Primary School. Payment can also be made online via Sopy.

Please note that a further payment of £xx will be required by (date) and two further payments of £xxx by (date) and (date).

Section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002 permits the school to make a charge only for the board and lodgings costs for this visit.

If you receive any of the following benefits your child may be eligible for free school meals

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.

These entitle your child to pupil premium and we will not need a voluntary contribution or provide a packed lunch, please see the office for more information on how to apply.

As the school does not have the funds to cover the costs of travel/admission charges, I must ask all parents/carers to also make a voluntary contribution to cover these costs. Without this financial support, I regret that the visit will not be able to take place. In the event that insufficient numbers of parents/carers are willing to make voluntary contributions then the trip may be cancelled in line with our Educational Visits Policy. We will write to inform you **week beginning (add date)** should this be the case and all monies collected at that point would be returned you.

I would be grateful if you could complete the tear-off slip and return it to the school office as soon as possible and by **(date)**.

Yours sincerely

Mrs S Phillips  
Headteacher

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Please return to the school office by **(date)**

**YEAR x RESIDENTIAL TRIP**

**(add venue and date)**

**CHILD'S NAME** \_\_\_\_\_

**(add class names)**

**The total cost of the trip is £xxx** (consisting of £xxx for board and lodging and £xxx for travel and activities)

I acknowledge receipt of the information regarding the proposed visit to **(add trip name)** and I enclose the completed Form EV2.

\*Delete as appropriate

- I would/would not\*like my child to go on the Residential Trip to **(trip name); (dates)**
- I am willing/not willing\* to pay in advance the board and lodgings charge of £xxx for the above visit
- I am willing/not willing\* to make a voluntary contribution of £xxx to cover the travel/activity costs involved
- I have made a voluntary contribution of £x via Sopay online
- I have made a voluntary contribution of £x in cash
- I have made a voluntary contribution of £x by cheque *(made payable to Loddon Primary School)*
- I have made a voluntary contribution via Pupil Premium

SIGNED \_\_\_\_\_ (Parent/Carer) DATE \_\_\_\_\_