

Crossacres Primary Academy

Charging Policy

Children who attend Crossacres Primary Academy will be charged for school activities as follows:

- All education provided in school hours is free but this does not include extra activities that may take place at lunchtime.

Education partly during school hours

Sometimes an activity may happen partly during and partly outside the school day. If most of the time spent on a non-residential activity occurs during school hours, no charge will be made, but if most of the time is outside school hours (e.g. an evening trip) a charge will be made.

Voluntary contributions

Although the school cannot charge for school-time activities, they may still invite parents and others to make voluntary contributions (in cash or kind) to make school funds go further. All requests to parents for voluntary contributions must make it quite clear that the contributions must be voluntary. Children of parents who do not contribute will not be treated any differently. If an activity cannot take place without some help from parents this should be explained to them at the planning stage.

Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity must be cancelled. No pupil can be left out of a trip because the parent has not made a contribution.

The amount of voluntary contribution asked for from each pupil will not exceed the cost of the trip.

Education outside school hours

Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or do not form part of the schools curriculum for RE.

Charges can be made for other activities that happen outside school hours if parents agree to pay. These are referred to as “optional extras”. It is up to the school to decide whether or not to make a charge. Parents will be informed by letter of the charge of the “optional extra” and how the amount of money has been arrived at.

Residential Activities

Special rules apply for residential activities. A trip counts as falling in school time if the number of school sessions missed, makes up 50% or more of the trip.

If a residential activity takes place largely during school time and meets the needs of the national curriculum or RE, no charge can be made for the cost of travel (this must be a voluntary contribution), just for board and lodging.

However parents in receipt of the following allowances do not have to pay for board and lodging:

- Income Support
- Income Based Job Seekers Allowance
- income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190
- Guaranteed State Pension Credit
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

A voluntary contribution towards the cost of the transport may be requested.

The Headteacher should advise all parents of the right to claim free activities if they are receiving these benefits.

Musical Instrument Tuition

Charges may be made for teaching either an individual or groups of up to 4 pupils, to play a musical instrument, only if it not part of the national curriculum.

Agreed by Governors on 10/10/16

Signed _____ (Chair of Finance Committee)

Signed _____ (Chair of Governors)

Signed _____ (Headteacher)