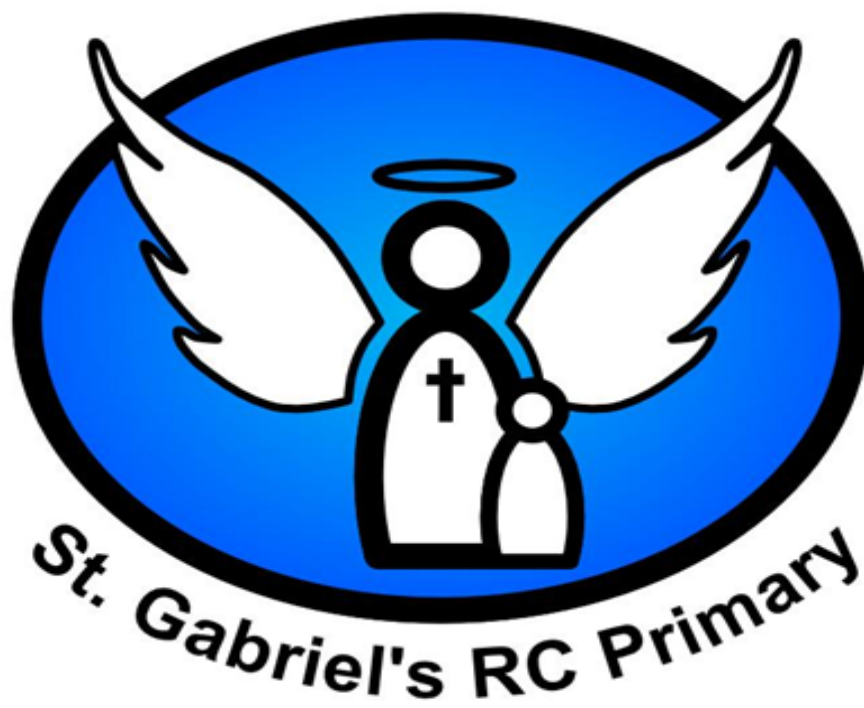




Approval and Review

*Approved by Governing Board: November 2017
Policy Review date: January 2026*

Next Policy review date: January 2027

Statement of Intent and General Policy

Education during school hours is free. We do not charge for general activities undertaken as part of the National Curriculum. Certain activities are classified as outside of the requirements of the National Curriculum

and for these activities charges are made. This policy clarifies for which activities charges or voluntary contributions are made.

For the purposes of this policy 'parents' refer to those who have responsibility for the care of individual children at St. Gabriel's RC Primary School.

Objectives

The following policy objectives set by the Governors can be stated:

- *To ensure all charges are applied in a consistent and fair way*
- *To ensure that the circumstances under which voluntary contributions are requested are fair and consistent*
- *To define those activities where charges are made*

Voluntary Contributions

When organising educational visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the visit. All contributions are voluntary. If a parent wishes their child to take part in the visit or event, but is unwilling or unable to make the voluntary contribution the child will still fully participate in the visit, if the parent wishes them to. However, if the school does not receive sufficient contributions the visit may have to be cancelled.

Suggested contributions are set such that the cost of the trip is covered by the number of children on the visit, however in some circumstances the school will subsidise visits. All costs are calculated based on the transport and admission cost, staff costs are not taken into account, even where visits are outside of normal school hours. For certain regular visits, such as Touchstones, a fair cost is set for the entire school so that all families contribute the same amount.

The school provides information to parents about how visits are funded, on request, but does not provide information about individual parental contributions.

The following is a list of activities that the school may organise for which voluntary contributions from parents may be requested (this list is not exhaustive)

- *Visits to museums*
- *Theatre visits*
- *Visits to educational venues e.g. aquariums, farms etc*
- *Music events*
- *Sporting events*

Visit which the school makes to support community and spiritual involvement are normally funded by the school when costs are incurred, particularly for transportation. These types of visit include (although not exhaustive):

- *involvement in worship*
- *participation in concerts*
- *involvement in school collaborations*
- *involvement in school music festivals*

Activities Incurring Charges

Certain visits and activities are seen as additions to the Curriculum and therefore it is a choice by parents as to whether children engage in the activity. The school can deliver all aspects of the Curriculum without the need to provide these activities, however many parents feel these activities offer additional benefits to the development of their child.

In the main these activities require expert tuition. Given the optional nature of these activities the school does incur charges for providing these activities which are passed to the parents' of children wishing to participate. All charges are on an actual cost basis.

Residential Visits

The school organises a residential visit during the year for all Year 6 pupils. The visit provides pupils with the opportunity to take part in a range of outdoor adventure and other activities. The visit allows pupils to consolidate and celebrate the end of their primary education and prepares them for the challenges of the transition to secondary school by developing independence and co-operation skills.

Costs of travel, food, lodgings and organised activities are borne by the parents but are carefully managed to ensure that the best value and highest possible safety standards are maintained. All parents are required to pay in full before the visit. All deposits are non-refundable.

For children whose parents choose for them not to attend the visit, be it for financial or other reasons, will be accommodated in school with other activities.

School Meals and Provision of Before and After School Care

All children who use these services do so on a paid basis with the exception of children in KS1 who receive a universal free school meal. The costs for these services are kept to a minimum as the school makes no profit on these services. Parents are expected to make payments in line with the set charges and to keep all accounts in order so as not to adversely impact on the school's finances.

Activities Not Incurring Charges

Certain activities do not incur any charge or request for voluntary contribution from parents.

Music Tuition

All children study music as part of the National Curriculum, no charge is made for any of the activities associated with the Curriculum.

Swimming

The school organises swimming lessons for all children in Year 4. Lessons take place in school time and are part of the National Curriculum. No charge or contribution is made for these lessons. All children require written parental consent before participating in these lessons.

Sports Activities

National Curriculum Physical Education activities are provided without charge or contribution for all pupils. Sports clubs organised by school staff are provided free of charge. School staff donate their time freely for these activities thus not causing a cost implications to the school.

Modern Foreign Languages

French is taught to all pupils as part of the school's curriculum provision, there are no charges or contributions made for these activities.

Other Charges

The Governing Body may ask parents to pay for damage to school property or equipment where this is a result of pupil's behavior.