



Northgate Primary School CHARGING POLICY

Charges for School Activities:

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. The Governors of Northgate Primary School have decided to follow the Norfolk County Council Charging Policy. This is described in the brochure which can be obtained from the school.

These are the activities and materials for which you will be charged.

- Music tuition; individual tuition in playing musical instrument which is neither part of the syllabus for an approved public examination nor part of the National Curriculum. Schools may charge for instrumental tuition to groups of no more than four pupils.
- Ingredients and materials; ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive articles.
- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- Educational visits involve costs and without voluntary contributions the trips may not be able to go ahead.

Activities outside school hours

- a) A charge will be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching/non-teaching) engaged specifically for the activity.
- b) Residential trips outside school hours – a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Remission of charges – only parents who are in receipt of Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Once arrangements are confirmed, no monies can be returned that would affect the overall viability of the activity or trip, unless the school would make a profit of £1.00 or more per head.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

Activities within school hours

A charge may be made for educational visits taking place within school hours. The charge is to cover the cost of any essential transport or entrance fee. Parents/carers are not obliged to pay the full amount if this is difficult for them. However, should the total sum received be insufficient to cover necessary costs, the visit may not take place. In this instance, contributions will be returned to the parents. If contributions **are** deemed sufficient and arrangements are confirmed, no monies can be returned that would affect the overall viability of the visit.

It has been agreed that no parents will be required to pay more than £12.00 towards a school trip unless it is a residential trip.

The school acknowledges the contribution by the Friends of Northgate towards the costs of school trips to allow them to be more affordable to parents.

Agreed by Governors: January 2017

Review Date: Annually

Chair of Governors