

# **Lancastrian Infant School Charging Policy**



**Policy Adopted by Governing Body on: 19<sup>th</sup> October 2020**

**Policy to be reviewed: October 2023**



# CONTENTS:

1. Introduction
2. Voluntary Contributions
3. Arrangements
4. Residential Visits
5. Music Tuition
6. Monitoring and Review of Policy

## **Model Policy for Charging and Remissions for School Activities**

### **1. Introduction**

**1.1** Lancastrian Infant school provides many opportunities for its pupils to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, Forest School, sports, physical and cultural activities.

**1.2** The value of LOtC is well recognised by the Governing Body and fully supported throughout the school.

**1.3** The purpose of this policy is to provide clear information about charging and voluntary contributions for Lancastrian Infant school's activities.

### **2. Voluntary Contributions**

**2.1** In general no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free.

**2.2** It is, therefore, not possible to levy a compulsory charge for transport or admission costs for visits etc. during school hours.

**2.3** Lancastrian Infant School follows the West Sussex *Policy for Charging for School Activities* that mirrors the information given in the Department for Education's advice document published in May 2018 (<https://www.gov.uk/government/publications/charging-for-school-activities>) and should be read in conjunction with the information provided in the National Guidance [www.oeapng.info](http://www.oeapng.info).

**2.4** No compulsory charge will be made for any activity which takes place during school hours.

**2.5** Any contribution is entirely voluntary, and the pupils of parents/carers who are unable or unwilling to contribute will not be discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity may be cancelled.

### **3. Arrangements**

To ensure good practice and compliance with the necessary regulations it is expected that:

**3.1** All letters regarding contributions for school activities will make it clear that these are voluntary and that children of parents/carers who do not contribute will not be treated differently. Letters will be distributed at least 6 weeks before a visit.

**3.2** If any parents/carers have any financial difficulty (no pupil will be prevented from taking part) they will be invited to talk to the Headteacher who will come to an agreed arrangement. Any parent of a pupil in receipt of the Pupil Premium Grant will be offered the opportunity to pay a reduced voluntary contribution.

**3.3** All contributions that are received are used specifically for the purpose of that visit. If a visit has to be cancelled by the school, then all monies will be reimbursed to parents

### **4. Music Tuition**

**4.1** There will be no charge for musical tuition if the teaching is an essential part of either the national curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

**4.2** For other musical tuition, charges will be made for individuals or groups to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school.

**4.3** No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

### **5. Monitoring and Review of Policy**

The Governing Body will review this policy every 3 years, and as necessary due to any changes in legislation.

