



Jesus is the centre of our lives,  
Our learning and friendships,  
In a safe, happy and caring community  
Where all are welcome

## **HOLY CROSS CATHOLIC PRIMARY ACADEMY**

**CHARGING POLICY NOVEMBER 2020**

**REVIEW NOVEMBER 2022**

## **CHARGING POLICY**

The Education Reform Act 1988 states that there are no statutory requirements to charge for any form of educational activity. The principle is that of free education.

### **Philosophy**

The governors of Holy Cross Catholic Primary Academy are fully committed to providing an excellent education for all pupils without cost to any individual. However, we recognise that we are dependent on the budget delegated to the school by the Department for Education and thus subject to constraints on the types of resources we are able to provide for the delivery of the curriculum. We are also aware that many parents appreciate the limitations imposed on school resources are willing to make a reasonable contribution towards various activities which are an enhancement of the basic curriculum.

Accordingly, the governors hold the following:

#### **AIMS:**

- All children will have the best education the school offers.
- No child shall be excluded from any activity organised by the school because of cost.
- Teachers are encouraged to plan and arrange a reasonable number of curriculum enhancement activities.
- Extra-curricular activities will be encouraged.

To achieve these aims we make these intentions:

- The school will provide without charge, basic writing implements, books, paper, art materials and other stationary equipment as used in the normal classroom for the teaching and learning of the required curriculum.
- Parents will be asked to cover the cost of replacing deliberately damaged equipment or materials.
- Parents will be asked to make a voluntary contribution towards the cost of any activities their children participate in, which will take place off the school premises during the school day.
- Parents will be asked to contribute to the cost incurred by the school for presentations by visitors who are invited in to the school to enhance the teaching and learning of the required curriculum.
- Parents will be asked to make a voluntary contribution towards the cost of non-reusable/ recyclable specialist materials used by their children to be taken off the school premises.

**In all extracurricular activities, including residential visits, the circumstances of children from low income families will be considered.**

**RESIDENTIAL VISITS** - defined as – ‘One which requires the pupils taking part, to spend one or more nights away from their usual overnight accommodation’. Part vi, Chapter iii, 462 1996 Education Act.

1. The school may charge parents for the cost incurred for board and lodgings and travel for residential visits.
2. Where a charge is made, it will not exceed the actual cost of providing extra activity, divided equally by the number of pupils willing to participate.
3. The cost for residential trips can include an appropriate element for:
  - travel costs
  - board and lodging
  - materials, books, instruments and other equipment
  - non-teaching staff costs
  - both teaching and non-teaching staff board and lodging costs
  - entrance fees to museums, castles, theatres etc.
  - insurance

**NON-RESIDENTIAL ACTIVITIES:** - trips outside school time (optional extras)

1. If the visit takes place outside school hours, schools may charge parents for travel and other expenses
2. A charge will be made for optional extras
3. Participation in any optional activity will be on the basis of parental choice and a willingness to meet such expenses will be on a voluntary contribution basis.
4. Where a charge is made, it will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils willing to participate. Nor in cases where a small proportion of the activity takes place during school hours, may it include the cost of alternative provision for those pupils who do not wish to participate.
5. The cost can include:
  - travel costs
  - materials, books, instruments and other equipment
  - non-teaching staff costs
  - insurance costs

**PRACTICAL SUBJECTS:**

Practical subjects such as DT require the use of consumable resources.

Parents may be asked for a voluntary contribution towards the cost of materials if they wish to take home the finished product.

**VOLUNTARY CONTRIBUTIONS:**

1. Voluntary contributions may be sought from parents for any school activity.
2. Any request for a voluntary contribution will make clear:
  - that there is no obligation to contribute
  - that pupils will be treated equally, regardless of any contribution received
  - the contribution per pupil which is required in order that the activity takes place
  - the implication of possibly cancelling the visit or activity if sufficient contributions are not received.

3. Where major expense is involved or when deposits have to be paid by the school to secure future activities or events, a deposit may be requested from parents. This should be in the region of 10% of the total cost. This will only be refunded to parents if the school or relevant outside agency decided to cancel the event.