



# HIGHFIELD SCHOOL

## CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES POLICY

### **Inclusion Statement**

We aim to provide a stimulating learning environment, across the whole curriculum that maximises individual potential and ensures pupils of all ability levels are well equipped to meet the challenges of education, work and life.

Highfield School's policy on charges for school activities is in line with Education Reform Act 1988 and Cambridgeshire LEA policy. All education is free, however the school can charge for activities which are provided out of school hours.

Parents or guardians may be asked to contribute towards costs on a voluntary basis. All donations must be accounted for by the school's administration. Any requests for other financial contributions must be made to parents by letter authorised and signed by the headteacher.

Looked After Children (LAC) may have activities subsidised using Pupil Premium Plus funding. However, this funding must be used to boost progress and agreed between the Parent (if appropriate)/Carer, Virtual School and the pupil, and shouldn't be used to address a shortfall in voluntary contributions coming in from the child's home.

### **Outings**

Parents or guardians may be asked to make an extra voluntary contribution towards outings or trips on an occasional basis. No pupils will be excluded from the activity for failure to pay. However, if not enough contributions are received to make the activity viable, it will be cancelled. Sometimes a packed lunch may be requested. If a pupil receives free school meals then the packed lunch will be provided by the school.

### **Materials and Ingredients for practical subjects**

Parents or guardians may be requested to contribute on a voluntary basis towards materials and ingredients for practical subjects such as Food Technology or Design Technology etc. The school can charge or request these materials if the parents have indicated that they wish to keep the finished product.

## **Transport**

Transport to and from school is provided by the LEA and is free to children with special needs. Transport to activities within the curriculum such as swimming, riding, theatres, museums, field centres etc. is also free of charge.

Any entrance fees to these activities is also free of charge. Transport from school to integration placements or work experience placements is also free of charge.

## **Residential visits**

Parents must be agreeable to their child participating and willing to meet the charge of residential visits.

The charge made will not exceed the cost of the provision for each child. It may include a proportion of the transport cost, board and lodgings, materials and equipment, non-teaching staff costs and the appropriate proportion of teaching staff costs where a teacher or instructor has been specifically engaged for the purpose of providing the activity e.g. sports instructor.

## **Remissions**

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the headteacher in consultation with the Chair of Governors.

## **Malicious damage**

Parents will be notified of any damage to equipment in the school and may be asked to contribute to the cost of replacement or repair.

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