



POLICY FOR CHARGING FOR SCHOOL VISITS AND ACTIVITIES

(Charging and Remissions)

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| Status | Current | Approval | Headteacher (F&R) |
| Review frequency | Annually | Author (role) | |
| Date first written | September 2009 | Date last approved | May 2024 |
| Date of next review | May 2025 | Date withdrawn | N/A |

This policy is written in accordance with the following legislation

- Visits and activities which occur **during school hours**, and which support the curriculum must be accessible to all pupils, regardless of their parents' willingness or ability to pay extra costs incurred.
- Parents may be asked for a voluntary contribution which is equal to the cost of providing an educational visit.
- Parents may be asked for a voluntary contribution equal, for instance, to the cost of ingredients used in cooking, materials used in art and craft, or in design technology. Parents making this contribution will own the finished product.
- Visits and activities which occur **wholly or largely out of school hours**, such as residential visits, will be charged in full. Parents in receipt of certain benefits may be exempt from paying the cost of board and lodging.

Charges to pupils at Foxhills Federation, as relevant, will be:

- Materials for arts and crafts, design technology, cooking ingredients. Parents may be asked for a 'one off' payment for the above.
- **Visits occurring mainly out of school hours.** These will be charged in full. There is no remission of charges for pupils whose parents are not able to meet the cost in full.

Charges to pupils at Foxhills Federation, as relevant, will be:

- **Music tuition.** This will be charged for the year, payable in advance for children receiving small group lessons or individual tuition, depending on the instrument, from peripatetic music teachers.
- **Swimming tuition.** Children will receive an intensive swimming course at a local pool to achieve the NC standard [this may change as funding by the LA is being reduced due to budgetary constraints]. Contributions towards additional costs (e.g. transport and hire of pool) may be sought from parents.
- **Visits occurring mainly out of school hours, including residential visits.** These will be charged in full. Parents who are in receipt of certain benefits may be exempt from paying the cost of board and lodging for a residential visit.

Charges for both schools will be:

- **Educational visits during school hours.** Parents may be asked for a voluntary contribution which is equal to the cost of providing the visit.
- Materials for arts and crafts, design technology, cooking ingredients. Parents may be asked for a 'one off' payment for the above.

School visits are valuable to pupils and therefore considered to be good practice. Within the Education Act it is possible for schools to ask for voluntary contributions from parents.

The Governing Body has therefore approved the following:

1. Voluntary contributions may be invited from parents towards the cost of school activities which are related to the life and work of the school. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest.
2. School visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter, asking for support, will outline the proposed visit, cost, educational value and its relationship to the school syllabus.
3. Parents not wishing to make a voluntary contribution in whole or part, but wishing their child to be included, must make the fact known directly to the Headteacher who will treat any such approach in the strictest confidence.
4. If insufficient voluntary contributions are received and the trip is considered by the Headteacher not to be financially viable, then it will be cancelled and any monies received will be refunded less charges incurred.
5. Parents who have contributed voluntarily may have a refund if their child is unable to take part in the trip through illness.

Damage to School property or Assets

The school will charge parents of pupils whose behaviour directly damages school property or assets. These charges will be made when damage occurs to; windows or fittings, books (defaced or damaged) or any other damage or loss. The school is empowered to recover this loss and resultant costs as a civil debt. Unpaid charges legally recoverable will also be recouped, together with resultant costs, as a civil debt.

Lost library books

A charge will be made to cover the cost of replacing any lost library books

Lettings

The Resource Committee annually reviews and sets charges for the hire and rent of school premises.

At the last approval, in March 2024, rates were set at:

- £10 per session/hour for classrooms, hall, field etc within school hours
- £20 per hour NFCC (providing extended services for both schools with use of facilities).