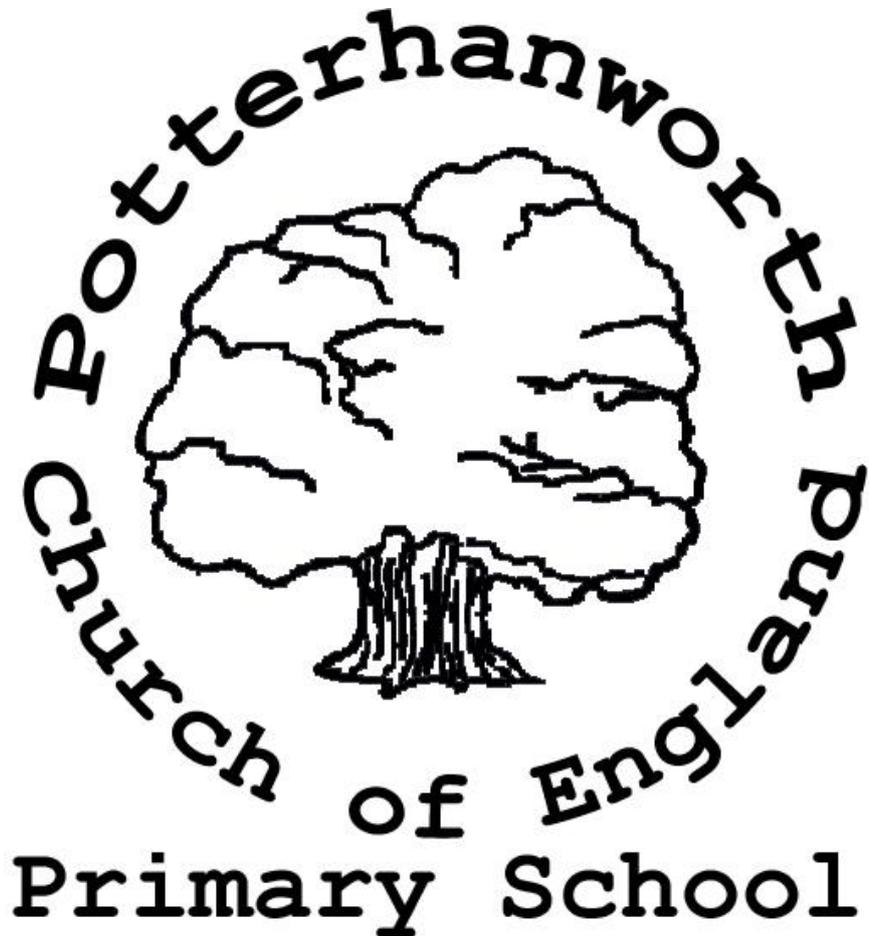


**Potterhanworth Church of England Primary School**  
**Charging & Educational Visits Policy**



**Our Christian Values**

Our Christian values are respect, fairness, commitment, trust, friendship and responsibility.

**Equality and Diversity Statement**

At Potterhanworth Church of England Primary School we promote equality of opportunity. We promote positive attitudes and encourage active participation of all stakeholders regardless of race, gender, disability, age, religion, belief and sexuality. In so doing we strive to eliminate any unlawful discrimination or harassment of any group and where any such harassment is found appropriate action will be taken immediately

# CHARGING

## 1 Introduction

All education during school hours is free. We do not insist on a charge for any activity undertaken as part of the National Curriculum, with the exception of individual or group music tuition.

## 2 Voluntary Contributions

- 2.1 When organising school trips or visits or special events which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may need to cancel. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Often the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. (The school provides this information on request.) We inform parents when the trip has been subsidised.
- 2.3 The following is a list of example activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- Visits to museums
  - Sporting activities which require transport
  - Outdoor adventure activities
  - Visits to a farm
  - Musical events
- 2.4 There are occasions when voluntary contributions may be requested to source additional resources required for some baking and craft activities in school. This is when children will be taking home an item they have made (eg an item of cookery or a clay pot)

### **3 Residential Visits**

If the school organises a residential visit in school time or mainly school time, we make a charge to cover the costs of travel, activities, board and lodging. Before such a visit is confirmed, parents will be asked to confirm their interest and a deposit will be taken. If we do not receive sufficient interest, the visit will not go ahead. Children in receipt of Pupil Premium are exempt from payment.

### **4 Music Tuition**

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. They make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year. Any agreement for such musical tuition is between the peripatetic teacher and parent (and is independent of the school).

### **5 Swimming**

The school organises swimming lessons for all children during the year. These take place in school time and are part of the National Curriculum. We make no charge for this activity but we ask for a voluntary contribution towards the cost of transport. We inform parents when these lessons are to take place.

### **6 After School Clubs run by outside agencies**

The school offers additional clubs after school run by outside organisations. These may run for a few weeks, a whole term or several terms. Possible clubs are tennis and football. These are organised by outside agencies. These agencies charge for these sessions and any agreement is between the organisation and the parent.

### **7 School Clubs run by Staff**

Clubs run by teachers do not incur a cost. However, clubs run by teaching assistants will incur a cost. This cost will contribute towards the cost of the extra hours the teaching assistants are working and also any other extra costs (eg: ingredients for cookery).

NB: Any charges made must not exceed the actual cost of the activity, eg to raise additional funds to cover any shortfall through parents having opted not to pay. When sending a letter asking parents to make voluntary contributions for educational activities, it must be made clear that there is no obligation to contribute. However, it is also legitimate to state that if insufficient voluntary contributions are made then the activity will not go ahead.

# EDUCATIONAL VISITS AND ACTIVITIES

## 1 Introduction

- 1.1 All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.
- 1.2 In our school we seek to ensure that the Early Years Curriculum (EYFS) and the National Curriculum are delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school.

## 2 Organisation

- 2.1 The EYFS and National Curriculum define what we teach the children in school. This is the basis for each class's programme of learning for each school year. In addition teachers and governors agree the corresponding programme of visits and activities.
- 2.2 Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents as soon as possible.
- 2.3 Visits and activities usually take place within the school day, and the EVC/HT approves all such visits in advance. We follow the LEA's guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children out of the village. If we do not receive this written permission, the child will be unable to participate.

## 3 Charging for School Activities

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. A request for a voluntary contribution is sometimes made. There are other circumstances when the school can make a charge for certain activities.

## **4 Curriculum links**

- 4.1** All educational visits and activities support and enrich the work we do in school. There is also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.
- 4.2** For each subject in the curriculum there is a corresponding programme of activities which includes visits to and by specialists. All these activities are in line with guidance published by the LEA:
- English - theatre visits, visits to/by authors, poets and theatre groups;
  - Science - use of the school grounds, visits to botanical gardens;
  - Mathematics - use of shape and number trails in the local environment;
  - History - castle visits, study of local housing patterns, local museums;
  - Geography - use of the locality for fieldwork, village trails;
  - Art and design - art gallery visits, use of the locality;
  - PE - range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
  - Music - range of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear;
  - Design and technology - visits to local factories/design centres;
  - Computing - its use in local shops/libraries/secondary schools etc;
  - RE - visits to local centres of worship, visits by local clergy.
- 4.3** We also have regular visits from our neighbourhood police officer, health workers and other people working as part of the local community. These visits support the personal, social and health education of our children. Our vicar takes Collective Worship on a termly basis. Other visitors may lead Collective Worship in the course of the school year. We do this with the full agreement of the governing body.

## **5 Residential activities**

- 5.1** Children in Years 3, 4, 5 & 6 have the opportunity to take part in a residential visit, biannually. A charge is made to cover the cost of travel, activities, board and lodging, insurance and specialist instruction for certain activities (where applicable).

Before such a visit is confirmed, parents will be asked to confirm their interest and a deposit will be taken. If we do not receive sufficient interest, the visit will not go ahead. Children in receipt of pupil premium funding (free school meals only) are exempt from payment.

- 5.2** The residential visit enables children to take part in extra outdoor and adventure activities. All specialist activities are undertaken with qualified instructors.