

## Highbury Primary, Nursery and Daycare Governors' Policy for Charging and Remissions



Highbury Primary and Nursery School's mission is:

- To be an inclusive, safe and caring community where each member is equally valued and nurtured to develop their potential
- To achieve academic excellence by ensuring each pupils performs to the best of their ability
- To work together as a team with parents and carers within the community to promote respect responsibility for the benefit of all.

### **Introduction.**

- This document is a statement of the aims, principles and strategies for charging and remission for school activities and school visits at Highbury.
- It was developed through a process of consultation with teaching and non-teaching staff.
- This policy was reviewed by the Leadership Team and agreed by Leadership & Management in June 2014.
- This policy will be reviewed again in May 2016.

### **Our Philosophy.**

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

### **Voluntary contributions for activities as part of the Curriculum.**

When organising school trips, visits or workshop activities, which enrich the curriculum and educational experience of the children, the school may invite parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip, and this is made clear to parents/carers when the school invites them to make a voluntary contribution.

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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

If appropriate and funds allow, the school or PTA may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

### **Music Tuition.**

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as Choir are also without charge.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid directly to the peripatetic music teachers to teach individuals or small group lessons on the school site. We give parents information about additional music tuition at the start of each academic year.

### **Swimming.**

The school organises swimming lessons for Year 3 - 6. Lessons take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover the cost of the hire of the pool. We inform parents when these lessons are to take place, and we ask for their written permission for their child to take part in swimming lessons. The cost of the swimming teacher is paid for from the school's delegated budget.

### **Optional extra activities.**

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education).

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for: travel, board & lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Sporting activities which require transport expenses.
- Outdoor adventure activities.
- Visits to the theatre.
- School trips abroad.
- Musical events.

### **Residential visits.**

The school organises an annual residential visit for children in key stage 2. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced. Parents will be asked to pay a non-refundable deposit to secure a place.

Where available, sponsorship will be provided for children of families on forms of income support, based on eligibility for free school meals, or in special circumstances to enable them to take part in the option of their choice. This is stated clearly on letters and is dealt with discretely and in confidence by the Headteacher. Parents may be given the option of a 12-month payment plan to spread the costs of the residential visit.

The Pupil Premium may be used towards costs to enable disadvantaged children to benefit as identified by the school.

### **Breakfast and After School Club.**

The Breakfast and After School Club Application Form, which has to be completed and signed by the parent/carer of a child registered as a member of Club gives details of the charges and payment terms. The calculation of the charges takes into account the cost of non-teaching staff with a specific contract to work as a Play Leader or Play Worker in the school's wrap around care, food provided in connection with wrap around care and resources provided for use by wrap around care only. Charges made will not exceed the actual cost of providing the facility on an on going basis.

The Pupil Premium is used to support disadvantaged children to attend as part of their TAC (Team around the Child) targets.

### **Nursery.**

The Nursery Application Form, which has to be completed and signed by the parents/carers of the registered child gives details of charges and payments terms. The charges are based on the on going cost of providing the facility.

### **Charging in Kind.**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as Food Technology or D.T. is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

## **Breakages & Fines.**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- Broken windows.
- Defaced, damaged or lost text books.
- Replacement reading or homework diaries.
- Musical instruments.
- Any item damaged as a result of unsatisfactory pupil behaviour.

## **Condition of Use for External Users - Minibus**

Anyone who drives or operates a minibus to carry passengers has a legal duty to take all reasonable precautions to ensure that it is operated safely. It is an offence to cause or permit a minibus to be driven on the road when its condition, or the way in which it is driven, could cause danger to anyone in the minibus or to other road users.

### **All drivers of minibuses must:**

1. be approved by the school
2. be over 21 years old by law and preferably over 25 for insurance purposes
3. hold a clean, current, full driving licence
4. have at least two years' driving experience on a full licence
5. have successfully completed appropriate driver training and assessment (Section 4.2) for driving minibuses. Have passed their car driving test before January 1<sup>st</sup> 1997, or if they passed the test after this date, they must have normally have passed a second driving test to obtain full D1 entitlement on their licence. This latter requirement may be waived if the driver fulfils requirements 3 and 5 above, the vehicle does not have a gross weight exceeding 3.5 tonnes (4.25 tonnes including any specialised equipment for carriage of disabled passengers) and the driver receives no payment or consideration for driving the vehicle other than out-of-pocket expenses. Note that a member of paid staff for whom this driving is an implicit part of his/her employment under his/her job contract is very unlikely to be considered to be meeting this last requirement.

### ***Driver Responsibilities***

A minibus driver must:

- **not** consume any alcohol on the day of driving the vehicle until after the driving has been completed
- **not** consume alcohol to excess on the evening before driving the minibus

- **not** be taking any medication which could affect fitness to drive (consult with your GP or the Health Centre if taking medication)
- **carry** out the list of checks for the roadworthiness and safety equipment of the vehicle

**The minibus is loaned to a school, college or organisation, for a small contribution and not hired out.**

Approved by..... *Governors* .....

Approved February 2017

Review February 2019