



Charging Policy

Highwood Primary School



Approved by:	Highwood Governing body	Date:	12/11/2009
Last reviewed on:	26/2/26	Next review due by:	26/2/27
Version:	14	Version date:	26/2/27

Highwood Primary School
 Fairwater Drive
 Woodley
 Reading
 RG5 3JE
 Tel: 0118 926 5493



Change History:

Version	Date	Amended by	Changes made
1	12/11/2009	H Westall	New
2	17/3/2011	H Westall	Slight adjustment made to charging for residential trips to comply with current guidelines
3	29/3/2012	H Westall	Reviewed pupil premium section added
4	29/1/13	H Westall	No changes
5	8/6/15	H Westall	Amended regarding Year 6 residential, Year 4 1 night away and swimming lessons.
6	18/4/16	H Westall	Review, no changes
7	27/3/17	H Westall	Review, no changes
8	16/10/18	H Westall	Review, no changes
9	14/10/19	H Westall	Review, no changes
10	19/10/20	H Westall	Review, no changes
11	19/10/21	H Westall	Review, no changes
12	Autumn 22	H Westall	Added staff charges for BC & ASC
13	2/12/24	H Westall	Review, minor changes re residential trips
14		C Edwards	Review, OLA template and non curriculum swimming charge transport

HIGHWOOD PRIMARY SCHOOL

CHARGING FOR SCHOOL ACTIVITIES POLICY

1 Introduction

- 1.1** 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. However, whole class tuition is free of charge. The school reserves the right to levy a charge in any circumstances permissible under the Education Act 1996. Charges may be waived for families in receipt of specified benefits. The current list of specified benefits can be obtained from the school office.

2 Voluntary contributions

- 2.1** When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites 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. 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. Sometimes 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.
- 2.3** The following is a list of additional 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;
 - activities which require transport expenses including sporting activities;
 - outdoor adventure activities;
 - visits to the theatre;
 - musical events
 - theatre group visits to school
 - history visits to school



3 Residential visits

3.1 A Residential visit for pupils take place in Year 6. Year 6 pupils go away for 3 - 5 days. The costs of this trip varies each year. The school will charge for the actual cost of board and lodging for residential trips and transport. Families in receipt of specified benefits may be exempted from this charge. Where families have difficulty meeting these charges the school will support applications to educational charities. In exceptional circumstances, there may be some financial help available to parents. All other costs of residential trips will be treated as a voluntary contribution (see 1.1).

3.2 Pupil Premium

The school receives a pupil premium for pupils whose families are in receipt of specified benefits. The Governing Body may use part of these funds to contribute to (or pay for) educational visits or residential trips. If the Headteacher deems that a family would benefit from additional activities out of school hours, e.g. after school or in the holidays, the pupil premium may be used to fund these activities.

4 Swimming

4.1 The school organises swimming lessons for year 5 which take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. **The school may request voluntary contributions towards transport to and from the swimming lessons.** The school may also organise swimming lessons for children in other years when available and on these occasions, parents may be asked for a voluntary contribution towards the cost of these lessons.

5 Clubs outside school hours

5.1 The school operates its own extended school breakfast and after school club. There is a charge for all of these sessions.

A free place is available in breakfast and after school for Highwood children of Staff who work in the club on days when they work in the extended school only.

Staff who work at Highwood (but not in extended school) receive a 50% discount on breakfast and/or after school club sessions.

5.2 The school may offer additional clubs run by external coaches outside of school hours. Some of these clubs are free and others are chargeable.

6 Breakages etc.

- 6.1** The governors reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of breakages, loss or damage to books, equipment, materials and any school property other than normal fair “wear and tear”.

7 Charging for finished products of a practical activity

- 7.1** The finished products of practical activities remain the property of the school. Where parents indicate in advance that they wish to own the finished product of a practical activity they may be asked to provide or pay for the ingredients, materials, equipment etc. needed. No child will be at a disadvantage because of a parent’s unwillingness or inability to contribute in this way.

