



### Safeguarding

*Threemilestone School is committed to safeguarding and promoting the welfare of all children.*

*We expect all our team members to share this commitment.*

## **Governing Board Policy on Charging 2016**

### **Introduction**

We want every child to participate fully in all available school activities.

### **Aims**

The aim of this policy is to:

- To ensure that children are not excluded from activities.
- To ensure that the school curriculum is enriched through visits and additional activities.
- To set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

### **Responsibilities**

The Governing Body of the school are responsible for determining the content of the policy and the Headteacher for its implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

The Governing Body of the school are responsible for ensuring that the school uses its budget and private funds wisely.

### **Publication of Information**

A copy of this policy will be available for parents to view on the school website or from the school office.

### **Charges for Residential Trips**

All residential trips will be optional. If the school organises a residential trip in school time, or mainly in school time, charges will be levied to cover the full charge of board, lodging and transport, plus additional costs for specific activities. Parents who are experiencing financial hardship are invited to write in confidence to the Headteacher.

Charges will not be increased to cover the costs of those pupils who are unable to pay.

### **Music Tuition**

All children study music as part of the National Curriculum and no charges are made for this with the exception of the Cornwall Music Service Trust Ensemble Classroom Support mentioned below.

Private individual and/or group lessons are available through peripatetic teachers and Music Cornwall Service Trust.

Parents are invoiced direct by the peripatetic teachers and Music Cornwall Service Trust for tuition.

The school has a number of brass instruments which were part purchased by the Friends of Threemilestone School (PTFA) as part of the Wider Opportunities Programme. Each year a year group or class is chosen to have weekly brass tuition with Cornwall Music Service Trust under their Ensemble Classroom Support. The instruments are hired to the children free of charge for this purpose, and a small donation is requested from parents to cover the cost of tuition. Parents who are experiencing financial hardship are invited to write in confidence to the Headteacher.

Parents have to sign a hire agreement which includes a clause for payment for damage to the instrument.

The brass tuition may be cancelled if insufficient donations are received.

### **Extra Curricular Activities**

Most of our extra-curricular clubs are provided by our staff, free of charge. A contribution will sometimes be requested towards ingredients or materials for certain activities. These charges will be identified in advance. Parents who are experiencing financial hardship are invited to write in confidence to the Headteacher. Ability to pay will not be a factor when allocating places.

### **Breakfast/After School Clubs – Shells and Pebbles**

Payment for the breakfast and/or after school club is required monthly in advance via ParentPay or e-vouchers only. If the parent does not pay in advance the child is not able to attend. Please refer to the Childcare Provision (Pebbles & Shells) Policy.

### **Remissions**

If the parent of a child is in receipt of Free School Meals, they will be entitled to claim Governor assistance from the Pupil Premium Hardship Fund towards the cost of any residential trip. Parents who are experiencing financial hardship are invited to write in confidence to the Headteacher.

### **Voluntary Contributions**

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, however a return slip is sent out to parents asking them if they are willing to pay. If the parents confirm that they are willing to pay then this is deemed a commitment to pay and will be requested to pay by text or email. 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 others. Sometimes the school will part-fund trips in order to make them accessible to all. Cost of the trips and information on the eligibility for the hardship fund is available upon request.

The voluntary contribution requested will not include an amount to cover the costs of those pupils who are unable to pay.

The following is a list of 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
- Outdoor adventure activities
- Visits to the theatre
- Musical events
- Sporting events (transport costs)
- Visiting theatre groups/authors

### **Swimming**

We do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming, where a voluntary contribution is requested to cover transport costs. The costs associated with the swimming lessons (i.e. hire of pool and instructors) are covered by the school budget.

The voluntary contribution requested will not include an amount to cover the costs of those pupils who are unable to pay.

### **Charges for ingredients, materials and equipment**

For DT projects, the school will either provide any ingredients, materials and equipment needed for the delivery of the project, or ask parents to provide the materials for their child or request a nominal contribution from the parents. The nominal payment is sometimes requested where the item produced is to be consumed or taken home.

### **Charges for breakages/damage**

The Governing Body have agreed that parents may be asked to pay for any deliberate damage to property or equipment caused by their child.

### **Recovery of unpaid charges**

Sums payable by parents are recoverable as civil debts. Please refer to the Debt Recovery Procedures Policy.

Ratified by Full Governing Body : 15<sup>th</sup> March 2016

Date of next review: March 17