



St Marys CE Primary Academy

Policy on Charging For School Activities

The Governing Body's Policy follows National guidance.

Voluntary Contributions

The school cannot charge for school -time activities, but parents are asked to make voluntary contributions. If the activity cannot take place without some help from parents, that is explained to them at the planning stage, via a letter. Individual pupils will not be left out of an activity because his or her parent(s) cannot or will not make a contribution of any kind, but if sufficient contributions are received the activity will be cancelled.

The following wording is incorporated into school trip letters to parents concerning voluntary contributions:-

School visits have to be funded by voluntary contributions as very little school money is available for subsidy. However, if making a contribution presents a problem, please contact the School Office immediately for a confidential word with the Headteacher. If insufficient contributions are received from parents the visit will have to be cancelled. Parents will be informed if a visit is cancelled and any monies paid will then be refunded.

Outings/Educational Visits

If a voluntary charge is made for each pupil, this is based on the actual cost of providing for the activity, divided by the number of pupils taking part. The School Fund makes up any shortfall if further funds are required, and if a parent is not able to pay for the visit due to hardship.

Residential Activities

Residential visits are charged at cost for travel, board and lodging. Pupils whose parents are receiving Income Support, Working Family Tax Credit, or have any other special circumstances as defined by Kettering Old Grammar School Foundation, may receive help from that organisation for their child/ren. Application forms are completed by parents and forwarded to K.O.G.S.F. on their behalf.

The cost of residential visits must be paid in full before the booking is confirmed. Parents will be asked for a deposit at time of booking, followed by staged payments at intervals prior to the visit. The deposit is non-refundable unless the visit is cancelled by the school.

If a pupil's visit has not been paid for by the confirmation of booking date with the Centre, that pupil will be unable to go on the visit. Parents to be informed, in writing of final date for payment at time of paying the deposit.

Policy Review

This policy will be reviewed on an annual basis.

Reviewed April 2014