

# Sheringham Woodfields School



Sheringham Woodfields School  
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Registered Charity: Friends of Sheringham Woodfields School - 1127142

## CHARGING POLICY

Approved by SMT: 5 <sup>th</sup> Jan 2018	Approved by Staff: 19 <sup>th</sup> Jan 2018	Approved by Governors: Spring 2018
Next Review date: Spring 2019	Person(s) responsible for review: SBM	

### Purpose

To ensure that all pupils have full access to a broad and balanced curriculum. They can experience many enriching activities, both within the school day and outside it.

To ensure the school complies with legislation.

Under the Education Reform Act of 1988 the school is not generally allowed to make any compulsory charges regarding school activities that are deemed part of the school curriculum. School visits, outings etc., made in school time are funded by the Authority or, sometimes, from our school fund.

### Charges for School Activities

Sheringham Woodfields School follows the County Council's charging policy, these are the activities and materials for which you may be charged:

- **Music tuition:** individual tuition in playing a musical instrument which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.
- **Ingredients and materials:** ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- **Travel:** the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- **Board and lodging:** board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.
- **Some school visits are to places that charge admission fees.** Sometimes we request that parents make a voluntary contribution towards the cost. Parents are, of course, at liberty to refuse and, if we do not have sufficient funds to meet the cost, then we will cancel the visit.
- **No child will ever be left out of a school activity because the parent is unable to meet the cost.**

Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. lunch, theatre, etc. In these circumstances no pupil will be prevented from participating because a contribution was not received. However, if insufficient funds are received the activity may be cancelled.

**Activities outside school hours**

A charge will be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Remission of charges - only parents who are in receipt of Income Support, Income Based Job Seeker's Allowance, Support under Part VI of the Immigration and Asylum Act 1999 and Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £14,495 or the Guarantee Element of the State Pension Credit are eligible for remission of charges. Remission of charges only applies to board and lodgings charges which are levied directly by the LA or the school and where they relate to activities deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher

Pupil Premium and Cluster funding is available to support some families.

Post 16 learner can apply for a 16-19 Bursary. The Business Manager has more information in connection with this. The school also has a 16-19 Bursary Policy available upon request.