

Name of Policy: Charging Policy	Version/Last Review Date: September 2017
Statutory documents linked to policy:	Previous review date: May 2013
Other Policies linked to this policy:	Next Review Date: September 2019
Governor Committee Responsible	Curriculum/Research

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

Introduction

All education during school hours is free and so we do not charge for any activity undertaken as part of the WNA.

Aim

The aim of this policy is 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.

Responsibilities

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

Publication of information

This policy will be added to westnewcastleacademy.org in order to specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges:

1. Residential Trips - in school time or mainly school time

Parents will only be charged for board and lodging. If parents are experiencing financial difficulties they are invited to write in confidence to the headteacher (also please see the section on Remissions Policy)

2. Activities Outside School Hours

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a voluntary contribution towards the costs for the following:

- Travel
- Materials and equipment
- Entrance fees

3. Extra-Curricular and School Clubs

Clubs and activities provided by third parties will be chargeable

After School Care - £5

4. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee and form part of our separate Lettings Policy.

Pupil Premium

If the parent/guardian of a pupil is in receipt of Pupil Premium no charges will be made for any activity.

Uniform, school meals and after school care will be funded by WNA

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. 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.

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.

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

- Visits to museums;
 - Sporting activities which require transport expenses;
 - Outdoor adventure activities;
 - Visits to the theatre;
 - Musical events.
- Swimming - The school organises swimming lessons for all children in Key Stage 2 within school time. We ask for a voluntary contribution towards the cost of this activity as funding received does not fully cover this. 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.