

POLICY STATEMENT ON:

Charging for Pupil Activities

Introduction

This document sets out the Charging Policy of Springfield School and provides information to parents on the circumstances where the school would charge for activities, whether these are within school hours or out of school hours. It also provides information on activities where no charge is made.

Educational Visits and Extra-curricular activities

The Governors will support off-site activities which the Headteacher considers to be of good educational value and complementary to the curriculum. Where costs are involved, parents will be asked to contribute so that each activity is as far as is possible self-funding. Springfield school staff and transport costs will be met by school. If funds received are insufficient, the visit may be underwritten by the School, or cancelled, at the discretion of the Headteacher.

Where a pupil is entitled to Pupil Premium, according to Cheshire East guidelines:

Use of PP should be linked to any of the following;

- Facilitating pupils' access to education
- Facilitating pupils' access to broader curriculum opportunities
- Additional teaching and learning opportunities
- Alternative support and intervention
- **Ensuring access to wider school opportunities and experiences, for example, residential visits, work experience, After School Clubs, cultural visits, etc.**

Where an activity is deemed by the Headteacher to meet any of the above criteria then the costs may be met from the pupil premium grant.

Voluntary Contributions for Non-Curriculum Activities

When organising school activities that are not part of the curriculum but enrich the educational experience of the children, the school will invite parents to contribute towards the cost of the activity. These contributions are necessary to fund the activity but are voluntary as the school cannot make contributions mandatory. The level of contribution is decided by the Head Teacher and is designed to cover the cost of the activity without affecting the schools budget allocation. Staff costs will be met by school as will vehicle costs. There are circumstances where the school will contribute towards an activity, but if the school does not receive sufficient voluntary contributions, the school may decide to cancel the activity. If the activity goes ahead, it will include children whose parents have not paid any contribution. In these circumstances the school would not treat these children differently from any others.

Parents have a right to know how each trip is funded and the school will provide this information on request.

Residential Visits for Curriculum Activities

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, no charge is made for the education element. A charge will, however, be made to cover the costs of board and lodging. Activities which take place out of normal school hours, costs of hiring trained staff for specialist activities will be charged in addition to board and lodgings. Springfield staff costs and vehicle costs will be met by school.

Swimming

The school organises swimming lessons for all children. These take place in school time and, and although they exceed the National Curriculum requirement, the school does not levy a charge to parents.

Sports Club

The school organises gym club for groups of children. These take place in school time and, and although they exceed the National Curriculum requirement, the school does not levy a charge to parents

Horse Riding

The school organises horse riding sessions provided by RDA. These take place in school time and, and although they exceed the National Curriculum requirement, the school does not levy a charge to parents.

After School Activities

A charge of **£5 per session** will apply for attendance at the After School Club. This contribution helps cover the additional staffing requirements necessary to ensure the safe supervision and support of pupils, reflecting the complex needs of the children attending Springfield School. The charge is set at a level intended to contribute towards these costs while remaining affordable for families.

Damages or Breakages

A pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc, will render the parent liable for the cost of repair or replacement. In cases of accidental damage to personal property within school application to be made to the Headteacher to cover full payment at his discretion or refer to the Chair of Governors if the claim is considered to be excessive.

In any matter of dispute arising over interpretation, the Governors will be guided by the DfES and the Cheshire East Council regulations currently in use.

Uniform

Children's cardigans, sweatshirts and polo shirts in the school colours are available to purchase from Badged (see link on the school website). Adult sizes are subject to VAT. Badged offers garments embroidered with the school logo; however, branded uniform is not required. Parents and carers may choose unbranded items, provided they are in the correct school colours and meet the school's uniform requirements.

The school does not accept responsibility for lost, damaged or misplaced clothing or personal belongings.

Minibus

School currently has five minibuses with tailgates. The school minibuses are used during the school day and after school when necessary. A diary is kept in the office for reservations.

Details of journeys made and the name of the driver is maintained in the school minibus log book. Springfield allows other schools and community groups to loan the bus at no cost. They must however meet the insurance and driving licence criteria and put in fuel. These requests are granted subject to availability of the vehicle. Insurance regulations do not cover the school vehicles to be used by private individuals.

All drivers of the minibuses must be trained, assessed and licenced to drive minibuses. School maintains a register of these drivers and holds copies of their licences.

Policy reviewed: **Annually**

Next review: **September 2027**

By whom? **Governors**