

## **Charging Policy**

### **1 Introduction**

- 1.1** At Westhaven School all education during school hours is free and we do not charge for any activity undertaken as part of the National Curriculum. When organising school trips or visits that enrich the curriculum and educational experience of the pupils and fall outside normal school hours, the school invites parents to contribute to the cost. All costs are kept to the minimal possible.

### **2 Voluntary contributions**

- 2.1** 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 pupils whose parents have not paid any contribution. We do not treat these pupils differently from any others.
- 2.2** 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 or PTA 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.
- 2.3** The following is a list of additional 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;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to the theatre;
  - school trips abroad;
  - musical events.

### **3 Residential visits**

- 3.1** When we organise a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. In cases of financial hardship costs will be kept to a minimum with support being sought from other sources, e.g. charities and the PTA.

#### **4 Swimming**

**4.1** The school organises swimming lessons for children in Key Stages 2 and 3. These take place in school time and are part of the National Curriculum. We make no charge for this activity. 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.

#### **5 Food Studies and D&T**

**5.1** It is necessary to charge pupils for ingredients for food studies and materials for D&T, however arrangements will be made for all pupils to participate.

#### **6 School minibus**

**6.1** We normally do not charge pupils if they are transported in the minibus to an extra-curricular activity.

#### **7 Accidental and Intentional Damage to Property**

Parents may be asked to pay the cost of, or a contribution towards the cost of, any damage to property and items caused by their children

<b>Written:</b>	2011
<b>Review Date:</b>	October 2021
<b>Signed by Chair of Governors / Chair of Committee:</b>	
<b>Date:</b>	21/10/21
<b>Date of Next Review:</b>	October 2023

#### **History of Document**

Version No.	Author/ Owner	Date Reviewed	Approved by Governors on	Comments	Next Review Date
1.0	FGB	15/5/14	15/5/14	No change from previous version	May 2016
2.0	P&F Comm	1/5/17	1/5/17	Part of old 2.1 moved to introduction.	Jan 2019
2.0	P&F Comm	12/10/17	12/10/17	No change from previous version	Oct 2019
3.0	P&F Comm	17/10/19	17/10/19	Section 7 added	Oct 2021
4.0	P&F Comm	21/10/21	21/10/21	Section 7 – second word changed from 'will' to 'may'	Oct 2023