



Founded 1714

**The Nelson Thomlinson School**  
**Wigton**  
**Cumbria**  
**CA7 9PX**

*...still "outstanding"*  
**(Ofsted, May 2013)**

**Headmaster:**  
**Mr DS Northwood, M.A., M.Ed.**

**Tel:** 016973 42160  
**Fax:** 016973 49160  
**Email:** admin@nts.cumbria.sch.uk  
www.nts.cumbria.sch.uk

## **CHARGING POLICY FOR ADDITIONAL ACTIVITIES**

**2016/17**

**The purpose of this Policy is to ensure that during the school day, all children have full and free access to a broad and balanced curriculum.**

All activities that relate to the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument. Unless the activity or teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

If a non-residential activity happens partly inside the school day and partly outside it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside the normal school day, charges will be made.

The school day is defined as: 8.50 – 12.25 and 1.25 – 3.30.

1. The school will make a charge in the following circumstances for activities organised by the school for its students.
  - **Residential activities in term time:** Charges will be made for transport, board and lodging for activities which take place in term time such as Geography field visits, Biology field visits etc. Parents who are in receipt of Income Support, income based Jobseekers's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) Guarantee element of State Pension Credit (State Support) are entitled by law not to pay for board and lodging charges if the activity is not regarded as an optional extra. Students who the school receive pupil premium funding for will be entitled to 50% reduction in the charge.
  - **Day trips in term time:** Parents will be asked for a voluntary contribution to meet the cost of the curriculum-enhancing trips. No student will be refused a place if a contribution is not made. However if not enough voluntary contributions are made to cover the costs of the trip then it may have to be cancelled.
  - **Activities outside school hours:** the full cost to each student of activities deemed to be optional extras taking place outside school hours, such as visits to theatres, museums and art galleries, ski trips, foreign trips, sporting activities etc. can be charged.
  - **Materials:** the cost of materials, ingredients, equipment (or the provision of them by parents) for practical subjects such as Design & Technology and Art. The school may charge for ingredients and materials, or require these to be provided, if parents wish to own the finished product.

- **Replacement of lost or damaged** property: students are expected to return books and other items issued to them on the completion of a course. An appropriate charge will be made for damaged items. The actual cost of replacing lost items will be charged. Parents will be expected to pay the full cost of, or a contribution towards, making good damage to the fabric of the building caused by carelessness or deliberate vandalism.
  - **Text books:** Text books will be provided for lessons. Staff sometimes make books or revision guides available to the students at a discount through bulk ordering especially at GCSE and A level
  - **Examination fees:** charges will be made where
    - a) where the pupils has not been prepared for the examination at this school;
    - b) a student fails without good reason to complete the examination requirements for any examination for which the school has paid (or is liable to pay) an entry fee.
2. **Individual music tuition:** the school offers students subsidised music lessons on a wide range of instruments. Parents of students taking up these lessons will be charged the remaining portion of the tuition costs in line with the contract agreed between themselves and the school.

**The School mini-bus:** Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under Section 19 of the Transport Act 1985. No permit is required if no charge is made of the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service will not make a profit for the school.

3. **Calculating Charges:** When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come from alternative funds. Parents who would qualify for support are those in receipt of State support.

The Governing Body may, from time to time, amend the categories of activity for which a charge is being made.

4. **Arrangements for Monitoring and Evaluation:** The Finance and General Purposes Committee of the governing body will monitor the impact of the policy by receiving, twice yearly, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Reviewed by the Finance & General Purposes Committee – 13<sup>th</sup> October 2016

Review: Annually

Next review due: Autumn 2017