



## THE NELSON THOMLINSON SCHOOL

### CHARGING FOR ADDITIONAL ACTIVITIES

Signed by Headmaster:

Signed by Chair of Governors:

Reviewed by Finance and General Purposes Committee:

22 January 2020

Next Review:

January 2021

## CHARGING POLICY FOR ADDITIONAL ACTIVITIES

2019-2020

**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 will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

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 – 12.35 and 1.30 – 3.30.

1. The school will make a charge for the following activities organised by 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 in receipt of either:
    - Income Support
    - Income based Jobseekers's Allowance,
    - An income related Employment and Support Allowance
    - Support under part VI of the Immigration and Asylum Act 1999
    - Child Tax Credit (with provisions)
    - The Guarantee element of State Pension Credit
    - Universal Credit

do not have to pay for board and lodging charges if the activity is regarded as essential and not an optional extra. Students who attract pupil premium funding will be entitled to a one third reduction in the charge.

- **Day trips in term time:** Parents will be asked for a voluntary contribution to meet the cost of 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 cost of the trip, the trip 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:** materials, ingredients, equipment for practical subjects such as Design & Technology and Art. The school may charge or require these to be provided if students wish to own the finished product.
- **Replacement of lost or damaged property:** students are expected to return any items issued to them on completion of their course. The actual cost will be charged for replacing lost items and an appropriate charge will be made for damaged items. Parents will be charged the full cost of making good any damage to equipment or the fabric of the building caused by deliberate vandalism.
- **Text books:** students are expected to return books issued to them on completion of their course. The actual cost will be charged for replacing books lost or not returned and an appropriate charge will be made for books which are returned damaged. Revision guides

for GCSE and A level may be made sold to students at a discount through bulk ordering.

- **Examination fees:** charges will be made where
  - a) where the pupils has not prepared for the examination at this school;
  - b) a student fails without good reason to turn up to sit / complete the 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. Where the teaching is an essential part of an examination syllabus the student will be allocated one free lesson. Students receiving more than one lesson per week will be charged for the additional lessons. Students attracting pupil premium funding will receive free music tuition.
- 3. **Home to School Transport:** the school arranges home to school transport for some of our non-catchment area students. The cost of this transport will be passed on to parents with the daily charge approved by the Governing Body on an annual basis.
- 4. **Calculating Charges:** When charges are made for any activity, 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.

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