



The Coppice Primary School Charging Policy

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| Written by | Bill Heptinstall |
| Approved by Trustees | 3 rd March 2020 |
| Date for Review | March 2021 |

1 Introduction

- 1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

2 Voluntary contributions

- 2.1 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.
- 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 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;
 - musical events.

3 Residential visits

- 3.1 The Coppice organises residential visits in Year 5 and 6 which enrich the curriculum and educational experience of the children. These visits are regarded as having significant worth. A charge is made for these visits as described in 2.1 above. However, as these visits are quite costly, at their discretion, The Coppice will make every attempt to support children of families on limited income (i.e. relating to children in receipt of the Pupil Premium).

4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. At the schools discretion, parents whose children are in receipt of the Pupil Premium may be exempt from some or all of the payment. We give

parents information about additional music tuition at the start of each academic year.

5 Swimming

- 5.1** The school organises swimming lessons for children in lower Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. However, a small charge is made to cover the cost of transportation, this charge is applied as a voluntary contribution. 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.

6 Coaching

- 6.1** The Coppice offers various activities that include proper sports coaching by qualified individuals that are not members of school staff (e.g. gymnastics, rugby, football, tennis) after school. There is a small charge made for these sessions that just covers costs.

7 School minibus

- 7.1** We normally charge children if they are transported in the minibus to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip (fuel), and not to make a profit.

If we are in receipt of a Pupil Premium Grant for a particular child then we may make an exception on a payment that we would normally have expected to receive under our charging policy (dependent upon the needs of the child).

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy.

All data will be handled in accordance with the school's GDPR Data Protection Policy.

| Name of policy | Content | Reason for policy | Who does it relate to? | Where is it stored? |
|-----------------|---|--------------------|------------------------|----------------------|
| Charging Policy | Guidelines for charging of pupils for school trips & visits | To provide clarity | Pupils | Secure Network drive |

As such, our assessment is that this policy:

| Has Few / No Data Compliance Requirements | Has A Moderate Level of Data Compliance Requirements | Has a High Level Of Data Compliance Requirements |
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