

# Ormiston Meadows Academy



**Date adopted:**  
**04/05/18**

**Date to be reviewed:**  
**04/05/20**

By the Finance  
Committee

## **Ormiston Meadows Academy Policy on Charging For School Activities**

### **POLICY STATEMENT**

The purpose of the policy is to ensure that during the school day all children have full and free access to a broad and balance curriculum. The school day is defined as 08:45 – 12:00 and 13:00 – 15:10. These are the times when the school is actually in session and do not include the break in the middle of the school day. The policy has been informed by The Guide to the Law for School Governors and complements the school's policies on equal opportunities and curriculum.

### **POLICY**

#### **ACTIVITIES DURING THE SCHOOL DAY**

All activities which are a necessary part of the National Curriculum or religious education curriculum will be provided free of charge. This includes materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual or groups of up to four pupils to play a musical instrument.

#### **MUSIC TUITION**

The school is allowed to make, and does make, charges for music tuition in school time where such tuition is not part of the National Curriculum.

#### **SWIMMING TUITION**

Where swimming tuition takes place at a pool off-site the school will ask parents to make a contribution to cover the costs incurred.

#### **EDUCATION PARTLY DURING THE SCHOOL DAY**

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

#### **ACTIVITIES OUTSIDE OF THE SCHOOL DAY**

There may be a charge for optional activities outside of the school day where such activities are not part of the National Curriculum or religious education.

#### **RESIDENTIAL ACTIVITIES**

A residential trip counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half-days taken up by the activity. Such a trip counts as falling outside school time if the number of school sessions missed by the pupils amounts to less than half of the number of half-days taken up by the activity.

For a residential activity taking place largely during school time or as part of the National Curriculum or religious education no charge can be made for educational or transport costs. Charges will be made for board and lodging except for pupils whose parents are in receipt of certain state benefits specified in the DfE guidance "A Guide to the Law for School Governors".

### **VOLUNTARY CONTRIBUTIONS**

Voluntary contributions will be sought for activities during the school day which entail additional costs, however no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. Parents will be informed that the contribution is voluntary. Where not enough voluntary contributions are received to make the activity possible the activity will be cancelled.

Sometimes the school may invite a non-school based organisation to arrange an activity during the school day. Where the organisation makes a charge for this activity the school may ask parents for a voluntary contribution towards the cost, or the charge may be paid from school funds. This is at the discretion of the head teacher.

### **PUPIL PREMIUM**

The school will reserve a proportion of its Pupil Premium budget to assist families who require financial support in order for their child(ren) to access activities and trips

### **CALCULATING CHARGES**

Where charges are made for any activity, either during or outside of 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/will pay to support those who can't/won't.

### **REVIEW OF THE POLICY**

The policy will be reviewed annually by the Finance Committee of the governing body.