

November 2016

The Trustee Body recognises the valuable contribution that a wide range of additional activities, including clubs, short visits and day trips can make towards pupils' education. The Trustee Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils and students should have an equal opportunity to benefit from school activities and visits independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils and students taking full advantage of the opportunities.

1. Charges

The Trustee Body reserves the right to make a charge in the following circumstances for activities organised by the school in respect of:

- ***School journeys in school hours***

Travel and admission costs for school trips deemed to take place within school hours.

All costs related to optional residential trips.

- ***Activities outside school hours***

Up to the full cost to each pupil of activities deemed to be optional extras taking place outside school hours: subject to any reduction agreed by the Headteacher, in consultation with the Trustees e.g. theatre trips etc.

- ***Music***

Individual instrumental tuition

- ***Charging in kind***

The cost of materials and ingredients for the following curriculum areas: design & technology, art, cookery and science.

The Trustee Body request an annual voluntary contribution from parents of £25.00

- ***Examination fees***

If a parent wishes their child to be entered for a public examination against the advice of the school, the Trustee Body will charge the full cost of entering that pupil. If a pupil fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the Trustee Body may recover the fee from the parents.

- ***Breakages, loss and damage***

The Trustee Body will expect reimbursement for the breakage, loss or damage to school property (e.g. windows, text books, exercise books and audiological equipment, etc.) resulting from a pupil's behaviour.

2. Voluntary Contributions

Nothing in this policy statement precludes the Trustee Body from inviting parents to make a voluntary contribution towards the costs of enhancing the educational opportunities of pupils.

3. Subsidies and Remissions

In order to remove financial barriers from disadvantaged pupils, the Trustee Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to pupils and students in receipt of Free School Meals or Ever-6 funding.

Authorisation of remission will be made by the Headteacher in consultation with the Chair of Trustees.

4. Arrangements for monitoring and evaluation

The Resources Committee of the Trustee Body will monitor the impact of this policy by receiving a financial report on an annual basis detailing the activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the schools' extended services on those pupils and students most in need of additional support.

Approved by the Trustee Body, Knightsfield School

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Chair of Trustees

Date

Review Date: November 2019