

Paulton Junior School  
**Policy Statement for Charging & Insurance**

**Rationale:**

- 1.1 The Education Act (2002) requires LAs and school governing bodies to have an up to date charging Policy.
- 1.2 Bath & N.E. Somerset's Charging Policy is as follows:
- ◆ Parents may be charged for instrumental music tuition
  - ◆ Parents may be charged for residential visits to Field Study Centres and Camps
  - ◆ Governing bodies may also have individual charging policies.

**Guidelines:**

- 2.1 In accordance with the Education Act 2002, the governing body of Paulton Junior School has agreed that whenever a curriculum based school activity involving parental contributions is proposed:
- ◆ there will be no obligation for parents to contribute towards the cost
  - ◆ pupils will not be treated differently according to whether or not their parents make any contribution, however the school does reserve the right to cancel any proposed activity if parents do not support it with contributions
- 2.2 The children will have opportunities during the course of each academic year to visit places of educational interest on day trips. The visits are designed to widen the children's experience and will normally relate directly to work currently being undertaken in the classroom. The cost of each visit will be kept to a minimum but the school reserves the right to cancel such trips if insufficient contributions are received to cover these costs.
- 2.2.1 The LA makes no special insurance arrangements for such visits and the situation is the same as that when pupils are undertaking other school activities i.e.
- ◆ **Personal Accident** Bath & N.E. Somerset Council does not insure third part liability of pupils although it does insure its legal liability in respect of claims received from, or on behalf of, pupils for personal injury or damage to their property.
  - ◆ **Pupils' Personal Property** Bath & N.E. Somerset Council does not accept responsibility for or insure the personal property of pupils.
  - ◆ **Additional Costs** Bath & N.E. Somerset Council cannot be of financial assistance in connection with losses resulting from cancellation, delay, illness or any other cause.

Parents who consider that insurance cover for their children is required are therefore advised to make their own arrangements.

- 2.3 Year 5 and Year 6 pupils will be offered the opportunity for a residential visit where an initial non-refundable deposit will be required to secure a place. Payment in full will need to be made before the visit takes place and may either be paid in a lump sum by a designated date or by instalments if

preferred. Receipts and an instalment record card will be issued and updated as appropriate with a final payment request sent out prior to the closing date.

**2.3.1** Parental requests for financial assistance for residential visits will be considered on their individual circumstances and, if appropriate, representation made to local Charities such as Ralph and Irma Sperring Trust for support for a particular pupil.

**2.3.2** Insurance will be taken out by the school for the Year 5 and Year 6 Residential Visits.

### **Extra-Curricular Clubs:**

**3.1** A fee may be charged for Extra-curricular activities involving professional coaching or use of outside facilities. Such activities will be available to all pupils on an 'age appropriate' and first come, first served application basis. The fee will be entirely cost related with no monies being retained by or profit being made by the school.

### **Peripatetic Music Tuition:**

**4.1** All children will be offered the opportunity to benefit from the LA Peripatetic Music Service tuition on a variety of instruments on an individual, shared or group basis subject to payment of the appropriate termly fee. The School's free entitlement will be equally shared between the number of participating pupils when calculating these fees. A half-term's notice of cancellation is requested in order that future provision may be accurately estimated, as Music Service booking requests have to be submitted in advance so that timetables can be worked out. Termly payments may be made by instalment if requested. Receipts and a payment record card will be issued.

### **Swimming:**

**5.1** Every child at Paulton Junior School currently has the opportunity to take part in swimming lessons for a half-term in every term throughout the year with the cost being met by the school from its capitation. However, the governing body reserves the right to introduce charges, in order to maintain the current level of provision, if necessary due to reduced funding from the the LA in this area of the curriculum. Alternatively the level of provision may be reduced strictly in line with the statutory requirements in order to stay within budget.

### **Live Performances:**

**6.1** The expressive and performing arts are an important aspect of the children's work in school and from time to time throughout the year the children will have the opportunity to be an audience for professional artists, theatrical performances and live music provided by professional musicians invited into school. Contributions towards covering the costs will be requested on the basis of **2.1** above but the school reserves the right to cancel if insufficient financial support is forthcoming.

**6.2** Pupils will from time to time throughout the year themselves perform in both class and whole school productions for a wider audience. On these occasions a small entrance fee may be charged to cover the cost of materials,

props and costumes etc. This is not intended as a profit-making exercise. Any retiring collections will be donated to Charities.

### **Design Technology/Cookery:**

- 7.1 Pupils may occasionally be asked to contribute a small amount on the basis of 2.1 above towards the cost of ingredients for cookery or Design Technology projects.

### **Book Week:**

- 8.1 Each year the school organises a Book Week with Literacy related activities such as visiting children's authors/illustrators, live theatre performances and a Dressing-up Day together with other competitions, prizes and awards. A donation towards the costs is normally requested on the basis of 2.1 above.

### **School Council Stationery Shop:**

- 9.1 The School Council runs a shop each day, selling items of stationery to pupils. The School Council are themselves responsible for ordering and pricing the items with the declared intention of making a small profit (under the guidance of the Headteacher). This profit is to be used for the purchase of playground games for the benefit of all pupils during unstructured time.

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