



At St Luke's we attach great value to learning from direct experiences. This is greatly enhanced when the children can be taken to a site that offers the opportunity to witness and be involved in activities that are not available in the immediate vicinity.

Such activities usually involve the expense of travel, and often incur admission charges. It would be impossible for every trip to be funded purely from the school budget, or from the School Fund. Therefore, to meet the cost of curriculum based ventures in school time, we will ask for a voluntary contribution from parents. The letter requesting the contribution should make it clear to parents that the contribution is voluntary, that no child will be excluded because their parent has not contributed, but that such trips cannot take place without sufficient voluntary contributions from parents.

In the event of a parent not paying this contribution, the child will not be excluded from the trip however, if sufficient funds are not available to fund the trip then it may be cancelled.

We will endeavour to be aware that financial hardship may not always be apparent to the school and that matters for payment for any trip will be treated in a sympathetic and discreet manner.

Charging for curricular visits And enrichment activities

The 1988 Education Reform Act lays down the conditions under which School may charge for activities taking place wholly or mainly during school hours. Governors, having discussed the legislation with the Headteacher, have agreed the following:

1. Visits undertaken as a necessary part of the curriculum:

Where activities are either a necessary part of a pupil's curriculum or fall mainly within the school's working day, parents will be asked to make a voluntary contribution, which will cover a proportionate cost of the activity. An example of such a visit might include a field trip to enhance classwork. No individual will be excluded because his/her parents decline to make a voluntary contribution. Where there is evidence of financial hardship, the Headteacher has authority to consider using school funds to subsidise the visit by amounts equivalent to part or all of the voluntary contribution requested. Parents of pupils in this situation should make the Head aware of their child's needs which will be dealt with discreetly. However, only where sufficient money is received will such visits go ahead.

2. Other Visits

The majority of visits do not fall into category 1. They are undertaken to enhance courses and to provide pupils with experiences they cannot gain in school. Accordingly, Governors believe a rich and varied programme of educational visits and special activities is an important and valued element of the school's curriculum and are confident parents will wish these visits to continue. However, it will only be possible for them to do so if they are self-financing. Participation in such activities is, of course, voluntary and is

provided chiefly through voluntary allocation of time by teachers for which no charge is made.

Where such visits are not a required part of the curriculum and fall mainly outside the school working day, pupils attending such activities shall be required to pay the full cost, equally apportioned among them. The visit will go ahead only if the numbers paying make it financially viable.

3. Instrumental Music Lessons

Instrumental music lessons are an exception in law. Parents are expected to pay for such lessons. Charges are paid at the end of each term for that term's classes. Any examination fees are payable by each pupil's parents.

1. All pupils should pay the cost of peripatetic instrument lessons in full.
2. Payment should be termly.
3. Lessons shall be of 15 or 30 minutes duration.
4. Children have automatic release from other lessons except in extraordinary circumstances.
5. Peripatetic teachers should be informed of any changes as soon as possible.

The Headteacher is given discretion to:-

- *purchase equipment to establish or further promote an activity*
- *subsidise an activity where costs are considered to be high and there is a direct benefit to the school*

2. Teachers organising activities are to ensure that:

- *all LA, insurer's and Governors' regulations and guidelines are followed*
- *procedures in the staff handbook are adopted and the visit has been sanctioned by the School's Educational Visits' Co-ordinator*
- *all equipment necessary to ensure safety is available. If it is not, the activities will not take place*
- *that where activities take pupils away from the school site, parents have received all the necessary information in writing and, where appropriate, colleagues and the school office are provided with a full list of participants and their tutor groups.*

This policy covers a diverse range of activities: clubs, practices, concerts and plays, mini-enterprise, visits, European visits and exchanges, sports fixtures and competitions.

Revised in line with FMSIS standards: May 2008

Reviewed: September 2015

K Farrall Headteacher