

Kirklington Primary School

School Prospectus 2024-25



School Lane
Kirklington
Newark
Notts
NG22 8NG

Telephone: 01636 812360

e-mail: office@kirklington.notts.sch.uk

or head@kirklington.notts.sch.uk

Website: www.kirklingtonprimary.net

Executive Head Teacher: Mrs T Burn-Smith BEd (Hons)

Office Manager: Mrs T Maguire BA (Hons), ACMA

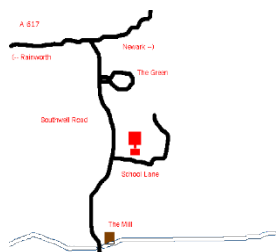
Chair of Governors: Mr D Thompson BSc (Hons)

KIRKLINGTON PRIMARY SCHOOL

WELCOMES YOU!

Kirklington is a small residential village near Southwell in Nottinghamshire. There is a variety of housing, most of which is privately owned.

Kirklington Primary School is a small, four-class school for pupils aged 3-11. The school hall was built in 1913 and was the only building until a modern classroom extension was added in 1989. At the same time the original building was remodelled. In 2016 a brand new classroom was built in the grounds with full disabled hygiene suite facilities. The school grounds themselves are varied and extensive, having a good size field, playground, outdoor adventure apparatus, lawns and woodland. There is also a pond area protected by a gated fence and gardening and forest school areas.



The villages of Kirklington, Maplebeck, Winkburn and the hamlet of Belle Eau Park on the edge of Bilsthorpe are in our catchment area. The Local Authority provides children from the other villages with transport to and from school. Many of our children live outside the catchment area and travel into Kirklington daily. Children travel from Bilsthorpe, Farnsfield and Southwell, as well as other areas such as Eakring, Ollerton and Edwinstowe.

Staffing is as follows:

Head Teacher – Mrs Tracy Burn-Smith

Assistant/Acting Head/SENCo – Mrs Louisa Williams

Business/Office Manager – Mrs Tracey Maguire

Administrative assistant – Mrs Kate McNish

EYFS Darwin Class – Miss Helen Palmer

Y1/2 Goodall Class - Mrs Mo Grindrod

Y3/4 Anning Class – Mr Joe Trickey

Y5/6 Attenborough Class – Mr Will Smith

Teaching Assistants – Mrs Maureen Hampson, Mrs Sarah Herniman,

Mr Tom Stone, Mrs Jo Parkin, Mrs Rowena Spiller

Nursery - Mrs Kerry Wilson

Forest School – Mrs Frankie Marshall, Moss to Canopy

Sports coach – Lee Brookes, Express Coaching

Midday Supervisor – Mrs Vanessa Claricoates

Senior Dining Room Assistant –

Cleaning and caretaking –

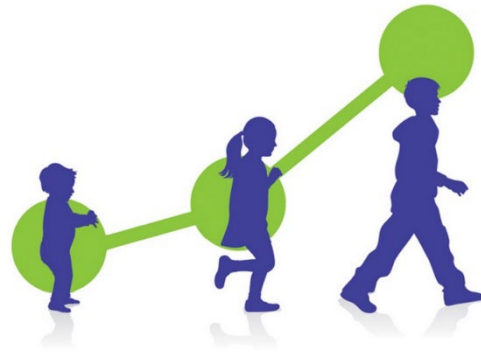
The school is part of the **Minster School Teaching Alliance & Minster Family of Schools**.

We also benefit from volunteer helpers and work experience placement students, including trainee teachers from **Bishop Grosseteste University, Lincoln**.

Kirklington Primary School

Helping our amazing children

achieve amazing things



Attainment and pupil progression to their highest possible levels

Creativity and flexibility in the classroom

Happy and hard-working in all that we do

Independent and responsible individuals who are inspired to learn

Enrichment and use of technology & up-to-date tools at the heart of our lessons

Value friendship and inclusion and celebrate our unique skills and talents

Every pupil realises their potential

Here at Kirklington Primary School:-

We aim to ensure that pupils leave Kirklington Primary School having unlocked their potential in finding their unique skills and talents and with a sense of their own individuality and independence. We teach children to challenge self imposed restrictions, foster high aspirations and encourage positive self esteem. We want our children to be happy and confident in themselves and also secure in the knowledge that the world is at their feet.

We aim to motivate and inspire pupils through creative teaching which is innovative, full of enrichment and uses the most up to date teaching methods and technology. Due to the small size of our school the environment is inclusive and nurturing; we are adaptable and flexible in all that we do. Importantly we are able to tailor our teaching to the individual needs of the pupils.

We expect children in our community as a minimum to reach age related levels, in line with national standards and ensure that the barriers to learning are removed so that every pupil realises their full potential.

We strive for our school environment to be a happy and hard-working one; where friendship and inclusion are valued and pupils take responsibility for their own actions. We, as members of the school community, including pupils, staff, governors and parents, hold a stake in our School; together we are all committed to establishing a life-long love of learning, enabling our children to take their place confidently within a rapidly changing world

Tracy Burn Smith, Executive Headteacher
Dave Thompson, Chair of Governors

High standards of work are demanded from all the children and staff at Kirklington Primary School but we also take every possible step to be caring and make each other as happy in our work as possible. Children and staff are supported by an active and experienced **Governing Body** which works closely with the school to continue its ongoing development.

Our **Parents' Association** raise funds throughout the year and support the school with practical assistance at such events as Sports Afternoon, concerts, educational visits and in the classroom.



Children on residential visits in the Peak District (Hagg Farm)

ADMISSION ARRANGEMENTS

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted (in line with LA admissions policy):

STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2024-2025

1. Looked after children and previously looked after children
2. Children who adopted from state care outside of England
3. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school and children who do not live in the catchment area at the closing date for application and who, at the time of admission will have a brother or sister attending the school or the linked junior/primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school
4. Other children who live in the catchment area at the closing date for applications
5. Children who live outside the catchment area who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
6. Children who live outside the catchment area

The Governing Body at Kirklington Primary School have adopted the following arrangements for intake year admissions:

- **Additional full or part-time spaces for three-year-olds, in the term after their third birthday, are now available and may be funded for eligible parents (15 or**

30 hours) – please contact the school office for details and to register your interest.

- **Flexi-schooling can be considered on an individual basis, but the usual expectation is a minimum of three consecutive days initially, building to four days as soon as possible (usually the second full term after admission)**

Special Circumstances

Consideration will be given to applicants who can establish particular medical, Special Educational Needs or social grounds relating to their child. Supporting written evidence from a doctor, social worker or other relevant professional must be provided at the time of application. The definition of Special Educational Needs relates to learning difficulty which calls for special educational provision to be made for the child. Special consideration will be given to children whose mobility support needs require that they access the specialist accommodation provided by a school in a designated "through route" family of schools. Each case will be determined on its merits.

Special circumstances may take precedence over any of the numbered criteria above. The allocation of any such places will be determined by the Area Education Officer, in consultation with the Head Teacher.

Admission to year groups other than intake year.

Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the school, although infant class size restrictions will also need to be considered. If places are available within the year group, applications will be considered in accordance with the above admission criteria. If places are available, the child will normally be admitted to the school.

Further guidance on the way in which applications are dealt with including

- Preferences for more than one school
- Late applications

The way waiting lists are maintained and used can be found in Nottinghamshire County Council's "Admissions to Schools Primary Education" booklet 2024/2025.

Arrangements are made for new starters to visit the school during the term before their planned admission. These arrangements follow a programme of gradual introduction to the school and may be adapted to suit your child's needs.

VISITING ARRANGEMENTS

Parents are very welcome to arrange a visit to the School at any time, particularly when the School is in session, to see the children at work, examine the work on display, see the wide range of books, resources and apparatus in use, and to familiarise themselves with the school's daily life. Special arrangements can be made for parents to see a teacher or the Head Teacher in private. Please ring or email the office or Head Teacher.



Shepherd's Delight (EYFS/KS1)



Our DARE graduates



Southwell Workhouse visit

CURRICULUM

- a) The Governing Body has considered and accepted the Education Authority's published curriculum statement - a copy of which is available at school.
- b) The Governors have completed a review of the school's Sex Education Policy and, following extensive consultations with parents, the approved curriculum is used with Year 6 children.
- c) In a normal school week the time spent on teaching, including religious education but excluding the daily act of collective worship, registration and breaks (including lunch), is 23 hours 20 minutes. The school is open for a minimum of 32.5 hours each week.
- d) For Holiday dates see enclosure.
- e) Subjects are grouped in KS1/EYFS into integrated themes or topics, wherever possible, lasting half or a whole term. The topics are chosen to give full coverage of the National Curriculum Programmes of Study. Where a subject does not easily fit into an integrated topic approach the subject is taught separately. The topics chosen give emphasis to different areas of the curriculum so that, over a two year period, the curriculum is balanced and comprehensive.

In Anning and Attenborough Classes (Key Stage 2), subjects are usually taught separately, but within an integrated theme which emphasises a skills-based approach.

There is a member of staff (subject leader) responsible for each of the core curriculum subjects, Maths, English and Science. The remaining subjects are distributed between the staff ensuring full curriculum coverage in accordance with the National Curriculum 2014.



Creative learning projects – Enterprise is an annual event where pupils form their own companies to make and sell a product.

A variety of teaching methods are employed, including whole class, group work and individual tuition. The class teacher decides on the most appropriate method in order to achieve the teaching objective of each lesson. Where appropriate, in some lessons, children are grouped according to ability. Although children are placed in three 'register groups' these are flexible and teaching groups are designed to reflect pupil numbers, staff specialism and pupils' needs.

Key Stage Two is split into two classes – currently Y3/4 and Y5/6 for all sessions. This is a flexible arrangement and is reviewed each year. All National Curriculum subjects, including Religious Education, are taught and cross-curricular themes such as personal and social education and multicultural education are integrated. Children in KS2 are offered guitar lessons through the Arts Support Service.

All children in KS2 have Spanish lessons for their Modern Foreign Language which also covers geography and culture. A music specialist also visits for blocks of work as appropriate and supports the school with performances.

The school values sporting activity as a vehicle for enhancing fitness, skills and co-operation among pupils. All children take part in at least two hours of P.E. and games lessons each week following National Curriculum guidelines. Children also have the opportunity to participate in after school sports clubs which are run by specialist coaches. These clubs are open to all pupils in school. Additional outdoor activities are covered through forest school and outdoor learning focussing on PSHE and wellbeing.



Trying wheelchair basketball, medal winners at sports day (mixed age teams) and Sherwood Pines fun run

- f) There is a procedure, agreed by the Governing Body of the school, for dealing with any complaints about the school curriculum and other related issues. A copy of the full complains procedure is available for reference in school and on the website. The procedure provides:
- (i) That there should normally be a preliminary informal discussion with the Head Teacher or other appropriate school staff to see if the complaint can be resolved without recourse to the formal procedure.
 - (ii) That if the complaint cannot be resolved informally the complainant should write to the Chair of the Governing Body who will, if necessary, convene a Complaints Committee made up of school governors.
 - (iii) If a formal complaint is to be lodged, the Head Teacher will be able to provide the complainant with copies of the relevant document explaining the arrangements for considering the complaint in more detail.
- g) Under the 'Freedom of Information Act 2000' the following categories of documents are available to the general public:

School Prospectus – *information published in the school prospectus.*

Governors' Documents – *information published in the Governors Annual Report and in other governing body documents.*

Pupils & Curriculum – *information about policies that relate to pupils and the school curriculum.*

School Policies and other information related to the school - *information about policies that relate to the school in general.*

If you wish to see any documents that fall into the above categories please contact the Head Teacher. Reprographic charges may be made for some larger documents. A paper copy of most policies is available for parents to view on request or can be emailed. Statutory policies are also to be found on the website.

- h) Unauthorised absences in the school during 2022-23 were at **0.77%**, mostly constituting holidays in term time, permission for which is not granted, unless circumstances are exceptional. Attendance is always good and was 94.65% in 2022-23, slightly above the national average for primary schools.

SPECIAL EDUCATIONAL NEEDS POLICY

We have a policy for meeting the needs of pupils with special educational needs whether the child has a statement of special educational needs or not. The policy includes information about the school's processes and procedures. A copy of the full policy is available in school or on the school website.



Learning together in a secure and caring environment

CARING

The school fosters a caring community where pupils are encouraged to respect one another's similarities and differences. We place a lot of importance on respect and caring for others, so children regularly organise and run their own fundraising events.



Fundraising in support of Children in Need and Comic Relief

RELIGIOUS AFFILIATION

The school is not affiliated to any particular denomination, although services are usually held at St. Swithin's Church for Harvest, Christmas and Easter, and children are invited to join in with prayers or have time for reflection during assemblies.



Easter celebrations in St Swithin's Church, Kirklington.

RELIGIOUS POLICY

- a) The religious education provided is in accordance with the Agreed Syllabus on Religious Education for Nottinghamshire Schools.
- b) The School will make arrangements for parents to exercise their right to withdraw their child from religious worship or instruction under Section 9 of the 1988 Education Act.

SPECIAL TEACHING ARRANGEMENTS

The children work individually at their own level and are grouped for certain kinds of work. The size and composition of the groups vary depending in the nature of the task to be carried out and the educational objectives to be attained.

Extra teaching support and materials are available from the Minster Family SENCos group for children with special educational needs such as having specific learning difficulties or hearing problems. Advice and courses are also available for class teachers to help them adopt appropriate teaching strategies and for teaching assistants who offer specialist support.

Music is taught according the National Curriculum requirements; children learn to read music in KS2 and are encouraged to play an instrument. There is an opportunity for parents to purchase music tuition, using tutors employed by the Arts Support Service, for children during school time. Availability is determined by numbers and, this year, we have children receiving guitar tuition.

THE ORGANISATION OF TEACHING & LEARNING

There are six qualified teachers on the staff, three of whom are full time, and three who are part time. There are also six Teaching Assistants (TAs), four full time and two part time. Our teaching assistants are deployed across the school as required to support teaching staff with their classes or to work on intervention with individual pupils or small groups.



The school places high importance on the use of cross curricular themes.

Occasionally, ability groups or age groups of children are withdrawn for various subjects depending on the children's needs e.g. to learn handwriting, punctuation or aspects of mathematics or literacy. Intervention is used when children are experiencing particular difficulties, or when they need further challenge and extension. Usually children work individually at a pace decided by the teacher but which suits the ability of the child. In this way the school can cater for children of different stages, ages and abilities in the same class. Children are ability grouped for swimming.

Each child has weekly English and mathematics homework commitments. Children are expected to learn spellings and times tables and to read regularly at home. Appropriate supplementary tasks are set for homework at intervals throughout the year. Children who are behind in their work are asked to finish work off at home or at break times. Some children choose to do extra work at home. This is not discouraged and parents who wish to help their child at home would be advised to check with the teacher to make sure that school and home are teaching the same methods and not confusing them.



*Scenes from 'Ali Baba & the Bongo Bandits',
performed at the Minster School theatre*

THE CARE OF THE CHILDREN

Teachers act “in loco parentis” while the children are in School. Our Emergency Plan clearly states the procedure to be adopted in an emergency, and contains the necessary details of any ailments peculiar to a pupil (e.g. asthma) together with emergency contact information should it be necessary for a parent or someone designated by a parent to be contacted.

During the school day children are not allowed outside the school perimeter unless supervised by an adult. Security fencing and gates ensure children cannot leave the site unseen.

EXTENDED SERVICES

The school offers child care through its breakfast club and a wide variety of after school clubs.

Breakfast club is open every day from 8:00am at a cost of £3.50, which includes a healthy breakfast with cereal, fruit, toast and daily specials. Special themed breakfasts, with a cooked or heated option, are sometimes provided. Supervised games and activities are also provided. ‘Drop-in’ is available, without breakfast, from 8:20am and costs £2.50 per session. Parents are invoiced for sessions taken every half term.

After-school clubs are varied, change on a half-termly or termly basis and are influenced by the season. Children are also canvassed regarding what activities they would like to be offered. Clubs are charged at £3.50 per session. They run every night until 4:30pm. We are periodically able to offer free sports coaching through the national schools' sports funding.

Unfortunately we do not operate child care beyond 4.30pm.

We run occasional sports clubs and forest school sessions during school holiday periods in partnership with Express Coaching and Moss to Canopy. Full time holiday care is available in Southwell or through some of the local day nurseries.



Children 'dressed for a decade' to celebrate our centenary



We have provision for children aged three upwards, which includes transition opportunities and workshops for parents.

CHILD PROTECTION

Staff are briefed about the current Nottinghamshire County Council arrangements for Child Protection. They are aware that the Head Teacher is the designated teacher with responsibility for Child Protection and that any concerns are to be raised with her as soon as they arise. There are also two deputy DSLs. Staff use CPOMS to record incidents and concerns which will be alerted to the relevant staff.



Children engaged in a CSI workshop

SCHOOL DISCIPLINE

We believe in disciplined learning and aim to promote the right environment to develop character and personality. Children may be asked to repeat substandard work and on occasions privileges may be withheld. It is rare for there to be any serious misbehaviour in the school. Generally the children respond to a reminder or simple reprimand. In more serious cases children's behaviour is discussed with them and appropriate action is taken. Parents are kept informed, where necessary, so that home and school can work together for the benefit and development of the child.

Problems between pupils are investigated and dealt with swiftly, using a combination of sanctions and mediation to promote mutual understanding and respect.

The School Discipline Code

If a child misbehaves, the school will:

- Ask them to stop misbehaving,
- Where necessary, discuss incidents with the children involved,
- Where possible, encourage children to resolve disagreements by mediation,
- Encourage children to take responsibility for their own behaviour and accept the consequences of their actions,
- Withdraw privileges e.g. playtime detention
- Use behaviour modification strategies as appropriate to the child's needs.

Where there is repeated or serious misbehaviour the school will:

- Discuss the incident(s) informally with parents,
- Involve the Head teacher
- Arrange formal contact with the parents and Head teacher
- Implement additional behaviour improvement strategies e.g. short term report card or IEP

Where the above strategies do not resolve the issues or for a very serious breach of school rules which affect safety, the school will:

- Consider and implement a short term exclusion (usually an 'in-school' exclusion),
- Issue a behaviour contract with the child and parent upon readmission,
- Involve a representative from the governing body discipline committee,
- Consider on-going temporary exclusions from certain parts of the school day (e.g. lunch time exclusion),
- Consider and implement a permanent exclusion.

In practice, the only school rule is one that requires children to act in an acceptable manner at all times. If a child's behaviour is not acceptable they will be informed of this and expected to modify their actions.

Our pupils respond positively to our high expectations of them as young citizens.



African dance and drumming workshops

ENRICHMENT ACTIVITIES

The following After School Clubs have been available to the pupils at the School during the last couple of years outside normal activities:

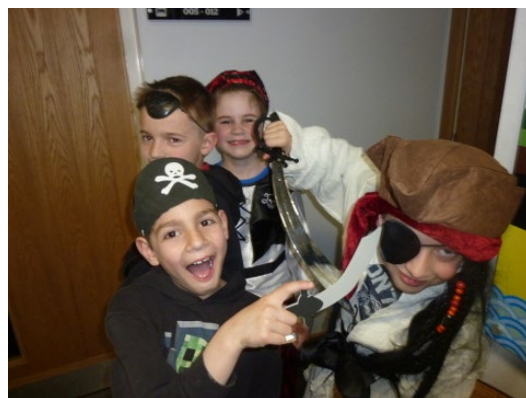
Football,
Cricket,
Multi-skills,
Basketball,
Hockey,
Tennis,
Creative Arts,
Dance
Film club
Bush craft
Table tennis
Badminton

Volleyball
Mini Masterchefs
Indoor games
Outdoor activities
Dance
Food
Boxercise
Volleyball
Archery
Martial Arts
Bushcraft
Eco-warriors

Mad Science

Playground-Station

In recent years we have benefited from projects which provided us with the services of coaches in badminton, tennis, cricket, golf, archery and multi-sport sessions.





Other enrichment activities include music, drama, outdoor pursuits and regular visits linked with topics

Outside competitions have included:.

Kwik-cricket

Football tournaments

Athletics tournament

Rounders tournament

Boccia festival

Orienteering festival

Tag rugby festivals

Newark schools' indoor athletics competition

First Aid competition

Out of School hours the School playing field is used by children up to the age of 17 at their parents' or carers' discretion.



Playing together: mixed age teams on sports day and inclusion sports at the Minster School

RESIDENTIAL OPPORTUNITIES

The School arranges residential visits for the older children during the summer term. For several years we have been on joint Year 6 residential visits with other local schools. The children attend the LA's Hagg Farm for four nights to do outdoor adventure activities. Year 4/5 children are able to take part in a three night stay in a Yorkshire Coast or Moors Youth Hostel and Y2/3 children have a one night stay at Sherwood Forest Youth Hostel. Visits like these enable pupils from a small school to broaden their horizons and establish friendships with pupils with whom they may transfer to secondary school.



Making new friends for the future

SCHOOL DRESS

The Governors at Kirklington Primary School ask that children wear school uniform at all times as this encourages a sense of pride and belonging to the school.

The following dress code is agreed and non-gender specific:-

- sweatshirts in bottle green, preferably with the school logo
- polo shirts, in jade green, preferably with the school logo
- grey or black tailored trousers, shorts, skirts, pinafores or culottes
- **black** sensible shoes - **not trainers**.

For P.E. wear - **this should all be named and left in school in a drawstring bag.**

- pair of black plimsolls
- pair of plain shorts in black
- plain T-shirt in white

(School PE kits, including T-shirts with logo, are also available from our supplier)

Trainers may be brought to school for use on the field and playground during P.E.

A pair of plain jogging bottoms may be useful for winter wear along with a suitable long sleeve top or sweatshirt.

For swimming:-

Trunks/costume and dry towel, brush/comb and a plastic bag to carry them in. **The wearing of knee length beach shorts by boys or bikinis by girls is not allowed**

We would also like parents to send children to school with a handkerchief or tissues.



The finale of 'Robin & the Sherwood Hoodies'

SERVICES FROM WHICH THE SCHOOL BENEFITS

- a) There is an extensive back-up service, which School enjoys for the support of individual teachers and children from the LA Support Services. A detailed description of the services available to the pupils and teacher at the School which are provided by the LA may be found in Section 4 of the general information booklet "Going to school in Nottinghamshire 2024/2025".
- b) The LA arranges School transport and swimming sessions. It also arranges Art, Drama and Music Workshops in Mansfield and Newark to which the children may apply; Field Study Centres at Brackenhurst and Perlethorpe are available for School visits.
- c) The school buys in music tuition time from the Arts Support Service and resells the time to parents who want their children to have instrument tuition during school time. Currently we have groups of children who have taken up this option for guitar. Children who qualify for free school meals, and make satisfactory progress in their instrument tuition sessions, may apply for financial support from the LA.
- d) School meals are prepared in the Fernwood kitchen in Balderton and sent to school in containers. The children are well supervised at lunchtime and are encouraged to learn good table manners. Parents have the option of sending their children to school with a packed lunch as an alternative to the school cooked meal. We do request that no fizzy drinks, sweets or chocolate bars are included and we are a NUT FREE school. We also actively promote healthy choices within packed lunches.

- e) Regular contact is maintained with the Child Health Service.
- f) Sometimes pupils at the school receive specialist help from the Special Needs Support Service and regular meetings are held with the Educational Psychology Service.
- g) The other services which may be used by the School are: the Inclusion Support Service, Arts Support Service and Education Welfare Service.



CHARGING POLICY/SESSION TIMES

The Governing Body has adopted a Charging and remissions Policy for School under Section 110 of the Education Act 1988. A copy has been included as an Appendix.

The school session times are 9.00am – 3.30pm. Lunch is taken between 12 noon and 1pm.

DISCLAIMER

The information given in this leaflet, which relates to the School year 2023/2024, was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this leaflet or in any particular part of them before the start of the School year 2023/2024 or in subsequent years.

Any anticipated changes have been included as part of the text.

DATE OF ISSUE

September 2023.



Above all else, we strive to be a happy school, where children become well motivated, enthusiastic learners for life beyond school. We look forward to welcoming you and your child to our school.

Please contact the school office to arrange an informal visit, without obligation, to view the school and its pupils during the working day. The Head Teacher, Mrs Burn-Smith, or Assistant Head Mrs Louisa Williams are pleased to personally show round prospective pupils and parents to discuss any issues with them before an application for admission is made. Your child's education is important and we hope we can support you in choosing the right school for your child. One size does not fit all!

Kirklington Primary is a small, rural school with a distinct family feel. It is a warm and welcoming place for pupils to learn and make friends. '[The vision at this school is] helping our amazing children achieve amazing things,' said one parent. Pupils thrive because leaders have created an optimistic, kind and respectful culture. Pupils in this school are friendly, happy and safe. Staff care about the pupils and their families. Leaders have high expectations that pupils will always be ready to learn. In response, pupils behave exceptionally well, both during lessons and around the school. Pupils contribute willingly to lessons. They engage well in discussions and collaborate with each other sensibly. Pupils particularly like working in groups with their peers. In rare instances when bullying occurs, staff deal with it promptly and effectively and pupils have faith in their teachers in doing so. Parents and carers are very happy with what the school offers their children. They feel the school is a supportive, caring place. One parent said, 'My child loves attending and is always buzzing about the new things being learned.'

Ofsted 2023

Policy on Charging

Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions 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 taking full advantage of the opportunities.

What was consulted?

The policy has been informed by *A Guide to the Law for School Governors*, the DfE guidance *Planning and Funding Extended Schools*. And *.Charging for School Activities' – guidelines for governing bodies*.

Relationship to other school policies

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

1 Introduction

1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

2 Voluntary contributions

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. 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 or carers 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 and carers have a right to know how each trip is funded, and 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 and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums or places of interest;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events.

3 Residential visits

3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education delivered by teachers. However, we do suggest a charge to cover the costs of board and lodging and transport, although parents and carers who receive state benefits are exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

4Music 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 small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents and carers in receipt of state benefits are exempt from payment. We give parents and carers information about additional music tuition at the start of each academic year.

5 Swimming

5.1 The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity and transport is provided free of charge. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

6After School Clubs

6.1 The school offers additional sports coaching after school. A qualified coach, who is not a member of the school staff, runs and organises these sessions. We make a small charge for these sessions. Clubs run by teaching staff are not charged for, unless a nominal fee is required to support the purchase of additional resources (i.e. food or craft materials). Clubs run by TAs incur a small additional charge to cover overtime payments where applicable.

7Extended services

7.1 The school operates a breakfast and tea time club. As this constitutes child care, a charge is made based on the cost of employing care staff at the correct child:adult ratio, associated food and meal preparation costs, and a small contribution towards resources/consumables. No additional charge is made for the use of school premises, facilities and utilities.

8Private vehicles

8.1 We do not charge if children are transported in private vehicles to an extra-curricular activity.

9Monitoring and review

9.1 This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.

