



POLICY FOR CHARGING AND REMISSION FOR SCHOOL ACTIVITIES

1. Aim

- a. To follow the basic principle that education should be free of charge if it takes place during school hours.

2. Education

- a. The School will not charge for:
 - an admission application;
 - education provided during school hours including the supply of any materials, books, instruments or other equipment;
 - education provided outside school hours if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for, or part of religious education; and
 - tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for, or part of religious education.
- b. The School will charge for:
 - any materials, books, instruments, or equipment, where the child's parent/carer wishes him/her to own them;
 - optional extras detailed in paragraph 3; and
 - musical and vocal tuition, in limited circumstances (see paragraph 4).

3. Optional extras

- a. Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided the Headteacher may decide that charges will be made for providing materials, books, instruments, or equipment.
- b. Optional extras are:
 - education provided outside school time that is not a part of the National Curriculum;
 - transport that is not required to take the pupil to school or other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
 - board and lodging for a pupil on a residential trip.
- c. In calculating the cost of optional extras an amount will be included for:
 - any materials, books, instruments, or equipment provided in connection with the optional extra;
 - non-teaching staff;

- teaching staff engaged under contracts for services purely to provide an optional extra (this includes supply teachers engaged specifically to provide the optional extra); and
 - the cost for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- d. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity and whose parents/carers are unwilling or unable to pay the full charge.
- e. In cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision (e.g. supply cover) for those pupils who do not wish to participate.
- f. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges are made.

4. Music tuition

- a. There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in a group of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charging will be determined by the Headteacher following any direction made by the Governing Body.
- b. Charges may only be made if the teaching is not an essential part of either the National Curriculum or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

5. Voluntary Contributions

- a. Although we do not charge for most of our school-time activities, we may invite parents to make a contribution (in cash or in kind) to make school funds go further. If a particular activity cannot take place without some help from parents, this will be explained to parents during the planning stage. It will also be made clear to parents that there is no obligation to make any contribution. Parents must not feel pressurised into making a contribution.
- b. It is important to note that no pupil will be left out of an activity because his/her parents cannot or will not make a contribution of any kind nor will any pupil be treated differently according to whether or not their parents have made any contribution in response to the request.
- c. If insufficient voluntary contributions are raised to fund a visit it will be cancelled. It is therefore necessary to state that the activity will not take place if parents are reluctant to support it. Contributions must, however, be genuinely voluntary.
- d. Where voluntary contributions are sought it must be made explicitly clear to parents that such contributions are not compulsory. Colour coded letters to remind parents to make payments will not be used. The use of direct debit and standing orders will not be used as a means of receiving voluntary contributions.

6. Residential visits

- a. The School will not charge for:
- education provided on any visit that takes place during school hours;
 - education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education; and
 - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
- b. The School will charge for:
- board and lodging, this cost not to exceed the actual cost.
- c. Parents who can prove that they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:
- Income Support (IS);
 - Income Based jobseekers Allowance (IBJSA);
 - support under Part VI of the immigration Asylum Act 1999;
 - Child Tax credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15,575 (in FY 2008/09);
 - the guarantee element of State Pension Credit; and
 - an income related employment and support allowance that was introduced on 27 October 2008.

7. Transport

- a. The School will not charge for:
- transporting registered pupils to or from the School where the Local Authority has a statutory obligation to provide transport;
 - transporting registered pupils to other premises where the Governing Body or Local Authority has arranged for pupils to be educated (e.g. swimming); and
 - transport provided in connection with an educational visit.

8. Arrangements for part or full remissions of charges

- a. The Governing Body does not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The Governing Body will:
- remit all charges otherwise payable by parents of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents meet the criteria specified at paragraph 6c; and
 - give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instances pursuant to its charging policy.
- b. Parents who have contributed voluntarily may have a refund if their child is unable to take part in a visit through illness.

- c. The Governing Body may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the Headteacher. The Finance Committee will be informed in general terms of the total provided for each activity.

9. Education partly during school hours

- a. Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

b. Non-residential activities

- If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.
- Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

c. Residential visits

- If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, Regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.
- Example 1: Visit during school hours

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.
- Example 2: Visit outside school hours

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

10. Breakages, loss or damage

- a. The Governing Body reserves the right to ask parents to contribute to the cost of replacement items incurred as a result of breakages, loss or damage, to books, equipment and material other than that resulting from normal fair wear and tear.