

# **CHARGING FOR SCHOOL ACTIVITIES POLICY (2021)**

## CHARGING FOR SCHOOL ACTIVITIES POLICY

### Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from Parents/Carers.

### Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any variations to the policy in relation to individual circumstances will be considered by the Headteacher

### Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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, 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;
- tuition for Student learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) in accordance with the Examinations Policy;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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;
- Supply teachers to cover for those teachers who are absent from school accompanying Student on a residential trip;
- transporting registered Student to other premises where the governing body or local education authority has arranged for Student to be educated;

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- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

## Publication of Information

The means of accessing this policy will be referred to in the School Prospectus and on the School's website

## Charges

The school can charge for:

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - travel
  - materials and equipment
  - specialist activities or tuition
  - entrance fees
  - insurance costs
- tuition in the playing of a musical instrument for small groups of up to 5 students
- re-sits for public examinations where no further preparation has been provided by the school
- costs of non-prescribed examinations where no further preparation has been provided by the school – as per Examinations Policy
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of loss or damages caused wilfully or negligently by students, staff or visitors
- extra-curricular activities and school clubs.
- Materials, equipment where the child's parent(s) wishes to own them

## Remissions

Children whose Parents/Carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, where this is brought to the attention of the school, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

1. Income Support
2. Income Based Jobseeker's Allowance
3. Support under part VI of the Immigration and Asylum Act 1999;
4. Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed the amount defined by the inland revenue
5. The guaranteed element of State Pension Credit
6. An income related employment and support allowance that was introduced on 27 October 2008

In respect of (4) above account will be taken off any revision to the amount as advised by the Authority

- Music tuition
- Sibling discount

## Remission amounts

Sibling - Deposit waived

FSM etc - Minimum 10%/Maximum 100% depending on the circumstances

## Voluntary Contributions

Parents/Carers will be invited to make a voluntary contribution for the following:

- 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, 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;

- tuition for Student learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) in accordance with the Examinations Policy;
- education provided on any trip that takes place during school hours

The terms of any request made to parents/Carers will specify that the request for a voluntary contribution and in no way represents a charge in addition the following will be made clear to Parents/Carers:

that the contribution is genuinely voluntary and a parent is under no obligation to pay; and that registered Student at the school will not be treated differently according to whether or not their Parents/Carers have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions may be used to:

- Supplement those from lower income families
- To cover the cost of travel for accompanying teachers
- To cover the cost of Supply Teachers

## Repayment

School trip monies excluding the deposit paid will be refunded under the following circumstances:

- If a replacement student is available.
- If the student is ill and off school at the time of the trip.
- If the school has not incurred any costs for the student other than the deposit.

*Date of Policy approval*

*8/11/2021*

Date of Policy review

November 2024