

## **Charging Policy**

Under the law, the governors may charge for some activities. Our policy is as follows:

No charge will be made for:

- Education in school hours
- Provision of learning materials connected to the national curriculum
- Swimming tuition fees or related transport

Contributions from parents are permissible for:

- Travel, board, lodging and day trip expenses on residential trips
- The cost of day visits to places of interest and of value to the children

Parents should talk to the Head Teacher if they are finding it difficult to make any contribution.

Under the Government's Extended Services Programme, we provide a Breakfast Club for our children at a small charge.

## **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* and the DCSF guidance "*Planning and Funding Extended Schools*" and "*Charging for School Activities*" (January 2009)

## **Relationship to other school policies**

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

## **Roles and responsibilities of headteacher, other staff, governors**

The headteacher, staff and governors will ensure that the following applies:

### **1. No charges will be made for**

- 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 the school's basic curriculum for religious education
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- 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 the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip.

## **2. Activities for which charges may be made**

### a) Activities outside school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

### b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

Is a residential trip in or out of school time? If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip 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 two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

### c) Voluntary Payments

Voluntary Payments will be sought for activities such as day trips. However, payment will be genuinely voluntary and children shall not be excluded because their parents do not pay.

Where necessary voluntary contributions shall be calculated to include subsidies for low income families and travel by accompanying teachers. Where an activity is proposed, it shall be offered to a distinct group such as a class or year group not only those showing willingness to pay.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as “optional extras”. Charges will not exceed the actual cost (per pupil) of provision.

### **3. Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can be legally made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below.

#### *Category A*

Parents in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family’s income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules.
- Guaranteed State Pension

Additional categories of parents may claim help with some costs in some circumstances.