



Cornelius Vermuyden

Charging Policy

Document Detail	
Unique Reference Number:	006
Category:	<i>Whole School</i>
Authorised By:	-
Sponsor:	<i>Helen Bowden</i>
Author:	<i>School Based Policy</i>
Version:	1
Status:	<i>Approved</i>
Issue Date:	October 2012
Next Review Date:	October 2015

Ownership and Control

Intended Audience

Intended Audience	Intended Method of Distribution
All Staff	Electronic via CLIC
General Public	Website

CHARGING FOR SCHOOL ACTIVITIES

The law on charging for school activities is set out in Sections 449-462 of the *Education Act 1996*.

The School **cannot** charge for:

- ✗ an admission application to any maintained school;
- ✗ 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 Curriculum¹, 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 pupils 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; and
- ✗ examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school².

The School **can** charge for:

- ✓ any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- ✓ optional extras (see below); and
- ✓ music and vocal tuition, in limited circumstances (see page 4).

¹ It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

² However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to 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 visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- support 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, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

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 therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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 will be made.

Voluntary Contributions

If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

Residential Visits

The School **cannot** 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.

The School **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove 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 and 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 (Financial Year 2008/09);
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

Transport

The School **cannot** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Profit from School Trips

Although the school carefully budgets for each school trip, there are occasions when the amount collected towards the trip exceeds the total cost of the trip. Profit from a school trip should not exceed £1.00 per student. Any profit that is made will be reinvested in to other trips to benefit the students of the school. If a trip profit exceeds this amount, refunds will be made to parents/carers at the end of the financial year when the accounts have been closed and verified.