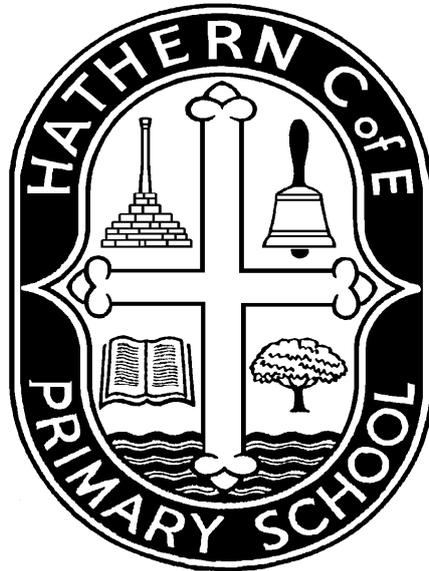


# Hathern Church of England Primary School



## Charging Policy

At Hathern Church of England Primary School, we believe in  
**‘Learning and Caring Together’**

## Charging for school activities (November 2018)

### Main points

- We **cannot** charge for any activities which take place during school hours except for musical instrumental tuition provided at the request of the parents.
- We **must draw up a Charging Policy** which may be more or less generous than the LA Policy and which must be reviewed as required.
- We **may invite** parents and others to make **voluntary** contributions towards any aspect of the school's work.
- We **may charge** for activities that are provided wholly or mainly outside school hours **as long as these are 'optional extras'** (for example after school recreational or sporting clubs).
- We **may charge** for residential courses in school time where there are board and lodging costs (except for pupils whose parents fall within certain categories).
- The school day is defined as: Foundation/Key Stage 1 8.50am-3.15pm; Key Stage 2 8.45am-3.20pm. The midday lunch break **does not** form part of the school day.

### Charging Summary

Residential Courses in school time with Board and Lodgings costs.	Parents required to meet full cost except children eligible for free school meals, where charges should be remitted by school.
Activities outside school hours not within the National Curriculum.	Parents meet full cost.
Activities not run by school or LA.	Parents meet full cost.
Vocal/Instrumental Music Tuition.	School may bring outside tutors in, within school at a charge to parents. However, if part of National Curriculum parents cannot be charged.
Ingredients/materials for practical Subjects.	Parents encouraged to provide materials for practical subjects and/or make a voluntary contribution, but no child must be disadvantaged because of parents' inability/reluctance to pay. Where necessary, school will pay from School fundraising or other 'voluntary funds'.
Lost school equipment, books etc.	Parents are expected to replace or purchase items of lost school property.
Breakages and damages to school buildings, furniture or property.	Parents to be made aware that wilful damage to school buildings or property will be charged to parents by the school.
Voluntary Contributions.	Invitation made to parents/carers to make voluntary contributions in support of Curriculum enrichment; a pupil cannot be excluded from an activity if a contribution is not made; however, where a financial shortfall is predicted an activity may be cancelled
Community/User Groups.	Hiring charges will be reviewed annually using LA guidance as a 'starting point'.

## Charging for School Activities

### Education during school hours

As a Maintained School, no charge can be made for admitting pupils to our school. **Education provided during school hours must be free.** This includes materials, equipment and other equipment or resources provided during school hours by the LA or by the school to carry pupils between school and an activity.

The school **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances (see below);
- certain early years provision;
- community facilities.

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 (other than transport that is 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);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

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;
- the cost of buildings and accommodation;
- 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, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils 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.

### **Musical Instrument Tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal **music tuition is an exception to that rule**. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case. Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

### **Voluntary Contributions**

Whilst, as a school, we cannot, as a matter of course, charge for activities during school time we may still **invite** parents and carers (and others) to make **voluntary contributions** in cash or in kind to make school funds go further. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in.

All requests to parents for voluntary contributions **must** make it clear that the contributions are **voluntary**. It should also be made clear that children of parents who do not contribute voluntarily will not be treated differently from children of parents who do make voluntary contributions and that **the child will not be excluded from the activity if a contribution is not made**.

**If a particular activity cannot take place without some help from parents, that should be explained at the planning stage. Where voluntary contributions are insufficient to make the activity possible and the school is unable to make up a shortfall then the activity must be cancelled.**

*An annual voluntary contribution is requested in support of 'Materials' each year; primarily for Art, Design and Technology projects as well as for seasonal festivals and celebrations. Expenditure for each class is monitored by the Office Manager.*

### **Activities not run by the school or LA**

When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity such organisations may charge parents. Parents would then need to ask the school to agree to their children being absent from school.

### **Residential Activities**

For a residential activity taking place during school time which is to do with a national curriculum or religious education no charge may be made either for the education or for the cost of travel. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to

contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

Pupils whose parents are receiving: income support; income based job seekers allowance, income-related Employment and Support Allowance, support under part VI of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, Child Tax Credit (providing they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190 (2014 figure)), Working Tax Credit run-on – paid for 4 weeks after they stop qualifying for Working Tax Credit are exempt from these contributions.

The Head teacher should tell all parents of the right to claim free activities if they are receiving these benefits. Further guidance on how to check the eligibility of children whose families receive tax credits can be found at <https://bit.ly/2rztPJq> and parents should be advised of this. Children whose parents fall within this category may not be excluded from these activities.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through School Funds. Parents who would qualify for support are those who are currently or have ever been in receipt of Free School Meals (where school is in receipt of the Pupil Premium for these pupils).

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.