



## ST MICHAEL & ALL ANGELS C OF E PRIMARY SCHOOL

# Charging Policy

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	Robert Evans
	Chair of Committee

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# Charging Policy

## Policy Aim

At St Michael & All Angels C of E Primary School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. But there are some strict rules we have to abide by. This charging policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

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

A statement regarding charging for activities is in our school prospectus and on our school website.

## The Charging Rules

Under the statutory regulations we are not allowed to charge 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- entry for a prescribed public examination, if the pupil has been prepared for it at the school\*
- examination re-sit(s)\* if the pupil is being prepared for the re-sit(s) at the school
- 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 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.
- *If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.*

## Optional Extras

We can charge 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).

## Activities for which charges may be made

### *a) Activities outside school hours*

We can charge for 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*

We can charge for 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.

We can charge for 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.

When any trip is arranged parents will be notified of the policy for allocating places.

### *c) Music 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.

We can charge 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.

We cannot charge 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. 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).

## Charges

### **Voluntary contributions**

Whilst we cannot charge for activities which are part of the normal school day or part of the National Curriculum, we can ask for voluntary contributions towards the costs of these.

Examples of circumstances in which we might ask for voluntary contributions include:

- Transport to swimming sessions
- Transport on trips
- Admission charges

We promise that:

- We will tell you at the outset if the activity cannot be funded without voluntary contributions.
- We shall give as much notice as possible of any activities which will require voluntary contributions.

## Frequently Asked Questions

### *Why does the school need to ask for voluntary contributions?*

We want to offer a wide range of activities to broaden your child's experience but we can't afford to do everything we would wish without help from parents.

### *What happens if I am unwilling to pay?*

Your contribution is voluntary. Your child will not be excluded from the activity.

However, if the school does not receive enough voluntary contributions we may have to cancel the activity.

### *What happens if I am unable to pay?*

Parents in certain financial circumstances will not be expected to make voluntary contributions (see section: Special Financial Arrangements).

*Will my voluntary contribution pay for people who have not paid?*

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil.

### **Residential Visits**

We believe that every child has an entitlement to a residential visit during their time at St Michael & All Angels C of E Primary School. This will be built into the school curriculum. We will request a voluntary contribution towards transport and also board and lodging (unless parents are in receipt of one or more of the benefits listed at the end of this guide). The charge will not exceed the actual cost.

We promise to help you to plan for these costs by:

- Issuing a calendar of visits/activities to ensure that you have as much notice as possible.
- Having clear procedures to enable you to pay by instalments.
- Publishing a fair, objective and transparent procedure for allocating places in case of over-subscription (we shall avoid 'first come, first served' which favours some pupils).

## **Special Financial Arrangements**

Parents who are in receipt of any of the benefits listed below may not be required to pay for:

- Board and lodging on residential visits
- Technology materials
- Music tuition
- Transport to out of school activities

In addition, reduced rates may be negotiated for:

- Extra-curricular activities

### **Benefits required to qualify**

- Universal Credit in prescribed circumstances;<sup>1</sup>
- 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 £16,190 (Financial Year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008;

1 The government plans to prescribe the circumstances when Universal Credit is fully rolled out.

## Appendices

- Appendix 1 DfE Charging for School Activities  
Departmental advice for governing bodies. school leaders, school staff and local authorities  
May 2018

## Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.