

Philosophy

The Governors have developed this policy on the premise that no charge can be made for education provided by a maintained school. All children have a statutory right to free access to the National Curriculum and the adopted Religious Education Syllabus. However, there may be opportunities to offer extra support in presenting curriculum information when voluntary parental contributions may be requested in order to finance the activity. If there are not enough voluntary contributions to make the activity viable that activity will be cancelled.

Aims

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher (and/or Governing Body).

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 pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it 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;
- 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;
- transport provided in connection with an educational trip

Definitions

Community Facilities: activities which the Governors do not feel is of direct educational benefit to children at the school.

Extended School Provision: provision of childcare outside the standard school day where it is optional as to whether the child attends.

External Lettings: letting to an organisation other than the school.

Remission: where a charge is not payable, either in full or part.

Sinking Fund: a reserve put aside over a number of years to pay for major maintenance or renewal costs.

Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument
- (d) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (e) extra-curricular activities and school clubs
- (f) Letting of the school premises or grounds
- (g) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- (h) Charges for materials or ingredients where the pupils wish to have the finished product
- (i) Curriculum Support Activities (visits and visitors)

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made will not exceed the cost to an individual;
- where the level of voluntary contributions is insufficient to fund the visit or journey, the head teacher in consultation with the chair of governors may consider cancelling the activity;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost.
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear (sinking fund)

Remissions

Parents and carers of pupils who experience difficulty in contributing towards the cost of supplementary activities may apply, in confidence, to the school office for full or part remission of the charges. There will be consideration of support for families with specific cases of hardship. Authorisation will be given by the Head Teacher in consultation with the Chair of Governors.

- Some charges will be waived or reduced for parents whose children who are entitled to receive Free School Meals.
- Parents of children entitled to Pupil Premium are entitled to receive one item of school uniform from the office and help to pay for one school trip.

Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following, but are open to amendment by the Governing Body:

- Educational Visits
- Performances purchased into school
- Visiting artists, authors, poets

The terms of any request made to parents 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:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

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

Agreed and Reviewed by Governing Body October 2019

Reviewed May 2021

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