

Sandfield Close Primary School

Charging for activities

Background

Key documents providing more detailed information on charging for school activities include:

- DES Circular 2/89 Charges for School Activities (DfES Publications), revised 06.04.2009
- DFE letter of 22 September 1993 to all LEAs and maintained schools in England about charging for instrumental music tuition in maintained schools
- DfEE letter of 17 September 1996 on Jobseeker's Allowance: Free School Meals and Milk and the Remission of Fees and Charges.
- Sections 449 – 462 of the Education Act 1996

Aims of this Policy

- continually improve standards of teaching & learning
- provide innovative, creative & challenging teaching.
- provide a broad and balanced curriculum that provides variety and equal opportunity for all pupils, allowing individuals to develop progressively & at their own rate.
- provide planned educational opportunities that teach pupils about responsible behaviour in order that they will mature into people who will make valuable contributions to our diverse & multicultural world & the environment we are to live in.
- To enable all pupils to take full advantage of the activities provided by the school.

General

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

Voluntary Contributions

Head teachers or governing bodies may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

It is the policy of this governing body, that for curriculum activities during and out of school hours, parents should be asked to make a contribution for activities which can only be provided if there is sufficient voluntary funding, such as:-

- cost of transport to and from a visit.
- cost of admission to a visit.
- cost of instruction at swimming where the instructor has to be purchased by the school.
- the engagement of staff specifically for providing an activity/specialist instruction.
- the cost of ingredients/materials used in a project if parents have indicated in advance that they wish to keep the completed product.

Residential Trips

At Sandfield Close Primary School we are permitted to charge for the cost of board and lodging during residential school trips. This cost will not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income-based Jobseeker's Allowance
- support under part VI of the Immigration and Asylum Act 1999

- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16 040
- Guaranteed State Pension Credit.

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

Instrumental Music Lessons

The Governing Body recommends that a charge may be made for instrumental music tuition for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSE), that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

Public Examinations

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list, but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LEA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

Charges for Individual Pupils

1. Charges for individual pupils may not :
 - exceed the actual cost of providing the activity divided by the number of pupils willing to participate.
 - preclude an element of subsidy for pupils whose parents wish them to participate, but are unwilling or unable to pay.
2. Children should not be treated differently according to whether their parents have made a contribution.
3. Parents will be informed of the level of contribution and whether the activity can take place if parents are reluctant to support it financially.
4. All extra curricular activities inclusive of breakfast club and after school club's will be charged fully to the parents unless other funds are available.

It is the policy of the governing body to delegate to the Chairman and the Headteacher the determination of any individual case arising from the implementation of this policy.

Authority for the day to day management of this policy will be devolved to the Headteacher.

This policy will be reviewed every three years with an annual review of charging levels with respect to our budget.

Confirmation the Charging For Activities Policy in respect of Sandfield Primary School has been discussed by the Governing Body

Signed by:

Chair of Governors: **Date:**

Headteacher: **Date:**

Agreed at the Governing Body Meeting on: **Minute Reference:**