



# Little Lever School

be kind | work hard | take responsibility

## **CHARGING POLICY**

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## Version Control

<b>Current version</b>	<b>Previous version</b>	<b>Summary of changes made</b>
[Publish Date]		Updated policy to reflect DFE guidelines regarding remissions

## **CHARGING FOR SCHOOL ACTIVITIES**

The Education Reform Act 1996 (section 449 – 462) contained provisions relating to charges which may or may not be made for activities in schools.

School governing bodies / trust boards, cannot charge for:

- an admission application to any state funded 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 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- 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 school. 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.

Schools can charge for:

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

## **EDUCATION DURING SCHOOL HOURS**

It will be most helpful if parents voluntarily provide for pupils, so that they have in their possession each day, a pen, pencil, ruler, rubber and a brief case or similar sized bag in which to carry books, files, papers and personal belongings. Equipment does not include clothing - parents can normally be expected to provide PE kit, technology apron and school uniform. The school will provide essential safety equipment.

Schools cannot charge for materials and ingredients needed for practical subjects such as Food Technology and Design Technology. Nevertheless, we hope that parents will be willing to continue to provide materials and ingredients, on a voluntary basis, where appropriate. Schools may also charge for these, or require the supply of materials, if parents have indicated in advance that they wish to have the finished product.

If the school arranges a residential or non-residential visit within school-time, or more that 50% of which takes place inside school hours, it may not be charged for, but the school may seek voluntary contributions for such visits. There will be no obligation to contribute and pupils will not be treated differently according to whether or not parents have contributed. If the activity cannot be funded without voluntary contributions this will be made clear at the onset.

## **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:
  - part of the national curriculum;
  - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - 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/trust board have arranged for the pupil to be provided with education);
- 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;
  - 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.

## **EDUCATION OUTSIDE SCHOOL HOURS**

Generally, the charges will not be made for activities provided outside of school hours if the activity:

- a) Is to fulfil requirements in the syllabus for a prescribed public examination.
- b) Is specifically to fulfil duties relating to the National Curriculum.
- c) Is specifically to fulfil duties relating to religious education.

The only charges made will be for the cost of board and lodging on residential visits for those pupils whose parents are not in receipt of working families' tax credit or income support.

In other circumstances the activity is termed an "optional extra" and participation will be on the basis of parental willingness to meet whatever charges are made.

## **TUITION IN THE PLAYING OF A MUSICAL INSTRUMENT**

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.

Individual music tuition will be free if it is required as part of the KS4/GCSE Curriculum. Otherwise charges may be made. Where it is free, parents will not be required to purchase, hire or issue musical instruments; neither will they be required to pay for either the tuition or musical scores.

Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

## **TRANSPORT**

Schools **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 trust board or local 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;

## **RESIDENTIAL VISITS**

Schools **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.

Schools can charge for:

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

The school will inform parents about a forthcoming visit, and 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:

## **PUBLIC EXAMINATIONS**

Entry fees for prescribed public examination will not be charged to parents.

A pupil will be entered for each examination for which he/she has been prepared unless the Trust Board decide otherwise and notify the parent that on educational grounds the pupil will not be entered. The Board of Trustees have delegated this responsibility to the headteacher.

The requirement relates only to one examination entry per syllabus.

Charges may be made for entry to examinations for which the pupil has not been prepared by the school or for entry to an examination which is not on a list to be determined by the Secretary of State.

Schools may take steps to recover from parents wasted public examination fees if a pupil fails, without good reason, either to complete course work requirements or to attend for a final examination.

## **DAMAGE / VANDALISM / LOSS OF SCHOOL PROPERTY**

Parents / carers may be asked to reimburse the cost of damaged or vandalised school property such as chairs, tables and equipment. The cost will be equal to replacing the equipment.

Parents / carers may be asked to reimburse the cost of lost or vandalised canteen cards. The cost will be equal to replacing the card.