

# HUMMERSEA PRIMARY SCHOOL

## CHARGING POLICY

### BACKGROUND

The Education Act of 1996 set out the law regarding charging for school activities. Each Governing Body has to set out its own policy on charging and remission for school activities.

### GUIDANCE

#### 1. EDUCATION

School cannot charge for -

- Education provided in school hours - including the supply of any materials, books, instruments or other equipment.
- Education provided outside of school hours that is part of the national curriculum, exam syllabus or religious education.
- Tuition for pupils learning to play a musical instrument if the tuition is required as part of the national curriculum.

School can charge for -

- Any materials, books, instruments or equipment where the child's parent wishes to own them
- Optional extras
- Music tuition in some circumstances e.g. If the musical tuition is not an essential part of the national curriculum.

#### 2. TRANSPORT

School cannot charge for -

- Transporting pupils to or from school where the Local authority has a statutory obligation to provide transport.
- Transporting pupils to or from other premises where the school or Local Authority has arranged for pupils to be educated.
- Transport provided in connection with an educational visit.

School can charge for -

- Any other transport

### 3. 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 books, instruments or equipment.

Optional extras are -

- Education provided out of school time that is not a) part of the national curriculum b) part of a syllabus for a prescribed public examination, or c) part of religious education.
- Examination entry fees, if the pupil is not being prepared for the exam at the school.
- Transport that is not to and from the premises.
- Board and lodging for a pupil on a residential visit
- Any books, instruments, or equipment provided in connection with the optional extra.
- Non-teaching staff.
- Teaching staff engaged purely to provide the optional extra
- The cost or proportion of the cost of music tuition where it is provided as an optional extra.

Any charge made in respect of individual pupils may not exceed the actual cost of providing the optional extra activity, divided equally by the numbers of pupils participating. It may 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 in school time the charge cannot include the cost of provision for those children who do not wish to participate. Therefore no charge can be made for supply teachers to cover the teachers who are absent from school accompanying children on a residential visit.

The charge cannot exceed the actual cost of the optional activity.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement must therefore be sought before children can attend an optional extra activity.

#### 4. VOLUNTARY CONTRIBUTIONS

Nothing in legislation prevents a school from asking for voluntary contributions to benefit the school or any school activities. If the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or the head teacher should also make it clear to parents that there is no obligation to make any contribution. It is also important that no child should be excluded from an activity simply because their parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a trip then it must be cancelled.

#### 5. 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 out of school hours if it is part of the national curriculum
- Supply teachers to cover or those teachers who are absent from school accompanying children on a residential visit.

Schools can charge for -

- Board and lodging, but the cost must not exceed the actual total.
- When a school informs parents about a forthcoming visit they should make it clear that parents receiving benefits (see current school meals exemptions) will be exempt from paying the cost of board and lodging. If a parent is unwilling or unable to pay their child must be given an equal chance to go on the visit. Schools should make it clear at the outset what their policy for allocating places on school visits will be.

#### 6. HUMMERSEA PRIMARY SCHOOL - AGREED CHARGES

##### **6.1 Visits in school time**

When visits are being planned costs must be worked out so that any voluntary contribution is a maximum of 50% of the cost per child. The other 50% is to be funded through school budget share or private school fund.

## **6.2 Visits out of school time**

Visits out of school time, either organised through the school or the social network will be charged at full cost, but subsidised places may be available at the discretion of the head teacher.

## **6.3 Music tuition**

School will cover the cost of the tuition fees and hire of instruments charged by the music service.

This will be for a maximum of 12 children and on agreeing to their child taking lessons parents must realise the expectation is children will have the opportunity to learn the violin until they complete year 6.

## **6.4 Sports activities**

When children represent the school at sporting activities no charge will be made for transport or entry fees, this will be covered from private school funds.

## **6.5 Residential Visits**

The school will actively seek sponsorship or grants to cover the cost of a yearly visit to Peat Rigg. A proportion of the cost will be charged to parents, but this will be dependant on the amount of subsidy available from other sources.

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