



The Cathedral Church of England
Voluntary Aided Primary School
Chelmsford

Charging & Remissions

Policy Framework

Written 2009, reviewed and agreed June 2013
Reviewed May 2016
Next Review Date: 2018

CHARGING FOR SCHOOL ACTIVITIES

Introduction

The Governing Body recognises the valuable contribution that a wide range of educational activities can make towards pupils' personal and social development. Examples of these activities include educational visits, visits to the school by theatre groups, writers, story-tellers and artists in residence, and extra-curricular clubs.

The Governing Body aims to promote and provide for such activities both as part of a broad and balanced curriculum for the pupils at the school and as additional optional activities.

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance has been written to provide at-a-glance information and complements the information given in "A Guide to the Law for School Governors" (Chapter 23). This guidance accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms. This guide is also referred to in paragraph 1.82 in the School Admissions Code, and in para 1.97 in the revised School Admissions Code (in force from 10/2/09).

We will ensure that we inform parents on low incomes, and in receipt of the benefits listed on page 4 of this guide, of the support available to them when being asked for contributions towards the cost of school visits.

Education

We **will not** charge for:

- an admission application to any maintained 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 Curriculum¹, 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 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;

We **may** charge for:

¹ It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **may** 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.
- transport that is not 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; and
- 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;
- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, 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.

Damage & Replacement

The Governors reserve the right to charge for breakages or damage caused by pupils to school buildings, furnishings or educational equipment occurring as a result of pupils' bad behaviour. The School is empowered to recover this loss and resultant costs as a civil debt.

Voluntary Contributions

The Governors greatly appreciate the significant financial support parents give to the School by voluntary contributions. Within the 1996 Act schools can request voluntary contributions for any of the School's activities and it is in this way that Governors will continue to seek parents' invaluable support.

The Cathedral School relies upon the understanding and support of parents to provide many of its activities. The school will suggest to parents an appropriate amount for a voluntary contribution but cannot insist on payment. No pupil will be prevented from taking part in the visit if a contribution is not forthcoming, or has been insufficient to cover the individual cost for that pupil. Where insufficient money has been contributed collectively to cover the cost of the visit, the school may cancel the visit and return all the contributions made.

Residential Visits

We **will not** 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.

We **may** charge for:

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

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be eligible to apply to The Trustees for a grant and may be exempt from paying the cost of board and lodging:

- 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 the current recommended amount

- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

Music Tuition

Although the law states that all education provided during school hours must be free, additional music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition.

The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges are in accordance with the scale as approved from time to time by the Local Authority.

Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities)

Transport

We **will not** 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 governing body or local education authority has arranged for pupils to be educated; and
- transport provided in connection with an educational visit.

We may ask for voluntary contributions.

Information on charging and remissions policy

Parents/carers are entitled to information about our charging and remissions policy and the policy is available upon request during school hours.

This policy was written in 2009 and revised in 2013. It will be revisited in 2014, 2016 and 2018.