

'This policy has been reviewed and no individual or group in the school community is disadvantaged by the policy and processes.'

**LONDON BOROUGH OF HAVERING
CHILDREN'S SERVICES**

CHARGING FOR SCHOOL ACTIVITIES

	Name of School	Gidea Park Primary School
	Policy review Date	March 2017 (Amended June 2017)
	Date of next Review	March 2019
	Who reviewed this policy?	Amanda Conner
	Date approved by Governing body	March 2017

Introduction

The Education and Inspections Act 2006 has brought about changes to the charging possibilities in respect of music tuition. The Act has not changed any other legal basis for the levying of charges or voluntary contributions for school activities.

A governing body may not levy charges to pupils or their parents/carers unless it has drawn up a statement of general policy on charging. The basis on which charges are made needs to be made clear to parents/carers as should the eligibility criteria for support. Parents/carers have a right to ask for this information and it is commended that it is included in the school's prospectus. Charges/voluntary contributions should not exceed the actual cost of the activity. For example it is not permissible to charge more than the actual cost per pupil to cover any cases that are remitted or to allow for none payment of voluntary contributions.

It is permissible to include any staffing costs associated with specific activities should teachers have a separate contract to provide optional extras. In other words only the additional costs falling to the school may be included and not the usual teaching time experienced by the pupils.

Education During School Hours

No charge/voluntary contribution may be levied as part of the admissions process to maintained schools. No charges can be made in respect of school activities that take place largely during the school day save in respect of music tuition (see below) and this includes the costs of materials, equipment and transport provided in school hours to carry pupils to activities. Please note that school time does not include lunchtime or after school.

Charging for Finished Products

A charge may be levied to cover the costs of materials/ingredients for subjects such as design or food technology where parents/carers have indicated in advance that they would like their child to bring home the finished product.

Music Tuition (Instrumental and Vocal)

The provision of music tuition is the exception to the rule that charges may not be made for activities taking place during the school day and this now includes vocal as well as instrumental tuition. A charge will be made for both individual and group tuition regardless of group size subject to the following exceptions:

- no charge will be made for looked after children
- no charge will be made for music tuition that takes place as part of the National Curriculum or as part of the first time in which the whole class engages with the KS2 programme of Instrumental and Vocal Tuition or Wider Opportunities.

These exemptions do not apply for tuition outside of the school day, weekends and during school holidays.

Where charges are to be made it will include all teaching costs and the cost of sheet music and any other relevant items such as the hire and insurance of musical instruments. The charges must not result in a 'profit' for the school or be made at a level to cover a loss of income due to the above exemptions and the remissions as below.

Non Residential Visits

Charges will be levied where the activities are provided wholly or mainly outside of school hours* and where they are not a necessary part of the National Curriculum or syllabus for an approved examination or religious education. The charges will include

- travel cost
- materials, books, instruments, and any other equipment
- any additional staff costs
- entrance fees to facilities
- insurance costs

Education Outside School Hours

Charges can only be levied if the activities are not a necessary part of the National Curriculum or syllabus for an approved examination or religious education. Sometimes activities overlap the school day-if most of the time occurs during the school day then the activity is deemed to have taken place entirely during the school day and no charge may be made. Again voluntary contributions will be permissible as described above.

Residential Activities

Charges will only be made for the costs if they are largely out of school time and are not required by the National Curriculum, the syllabus for a public examination or for statutory religious education purposes. However, parents/carers may be asked to make voluntary contributions* based on the actual costs of the visits.

Where a school activity requires pupils to spend nights away from home the school will make a charge to cover board and lodging costs whether or not the residential trip is deemed to have taken place in school hours. Full remission will be made for those pupils who are eligible for free schools meals.

Refunds

Refunds will not be issued for amounts less than £6

* Although schools may not charge for school time activities apart from music tuition as above, they can invite parents to make voluntary contributions. It must be made clear though that payment is purely on a voluntary basis and that the children of those who do not pay will not be treated any differently to those that do. Although schools may not charge for school time activities apart from music tuition as above, they can invite parents to make voluntary contributions. It must be made clear though that payment is purely on a voluntary basis and that the children of those who do not pay will not be treated any differently to those that do. Where there is a shortfall in money received relative to the cost of the activity the school will have to decide on whether to make up the shortfall from their delegated budget and/or other school funds or cancel the proposed activity.