



## CHARGING POLICY FOR SCHOOL ACTIVITIES

Approved at FGB dated .....

Signed: .....

**Chair of Finance Committee**

Date: .....

Signed: .....

**Headteacher**

Date: .....

**Next review due Autumn 2020**

## **1.0 Introduction**

- 1.1 Section 110 of the Education Reform Act 1988 requires that every Governing Body of a maintained school shall determine and keep under review a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges for any optional extra or board and lodging in respect of which charges are permitted by section 109 of that Act.
- 1.2 The Governing Body of Whitehall Infant School has therefore determined that the school may make charges and seek voluntary contributions from parents for school activities provided for registered pupils at the school on the basis of the information set out in the main part of this document.

## **2.0 School Hours**

- 2.1 School hours are those when the school is actually in session and do not include the break in the middle of the day.
- 2.2 In the case of Whitehall Infant School the start and finish of the morning and afternoon sessions are as follows:

|           |   |
|-----------|---|
| Morning   | 8.50am to 12.00 noon for reception and<br>12.30 for Key Stage One     |
| Afternoon | 1pm to 3.25pm for reception and<br>1.30pm to 3.25pm for Key Stage One |

- 2.3 Where an activity takes place during and partly outside school hours, the Act prescribes a basis for determining whether it is deemed to take place either in our outside of school hours.

## **3.0 Free Education**

- 3.1 Education provided by the school will be free of charge if it takes place wholly or mainly during school hours except in the following two cases.
  - a) a charge may be made for individual tuition in playing any musical instrument
  - b) a charge not exceeding the cost of the board and lodging for a pupil where the school activity involves that pupil in nights away from home. (This will apply whether the activity is deemed to take place within or outside school hours).
- 3.2 No charges will be made for education or associated incidentals provided wholly or mainly outside school hours for registered pupils where the education is provided as a required part of:

- a) a syllabus for prescribed public examination; or
- b) the National Curriculum, or
- c) a syllabus in religious education.

#### **4.0 Optional Extras**

- 4.1 The Act enables a charge to be made for education provided for registered pupils wholly or mainly outside school hours if the provision does not come within any of the categories outlined in 3.2 a), b) or c) above.
- 4.2 The school may offer to parents a range of optional extra activities. Whether or not a charge will be made will be dependent upon the costs involved and the funding available to the school.
- 4.3 Parents will be notified in advance of the activity being provided and where a charge is to be made only those pupils whose parents have agreed in writing to pay the charge will be allowed to participate in the activity, unless the Governing Body has agreed to remit the charges in whole or in part on grounds of hardship. If there is an insufficient number of pupils to cover the cost of the activity, the activity may not be provided.
- 4.4 Any charge made for individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils taking part.
- 4.5 The cost may include:
  - a) a pupil's travel costs
  - b) a pupil's board and lodging costs if the trip is residential
  - c) materials, books, instruments and other equipment
  - d) non-teaching staff costs
  - e) entrance fees to museums, castles, theatres, etc.
  - f) insurance costs
  - g) any costs of engaging teaching staff specifically for the purpose of providing the activity.
- 4.6 The letter to parents will give details of the costs involved and how the charge has been determined.

#### **5.0 Voluntary Contributions**

- 5.1 The funds available to the school are limited to monies from the Local Education Authority and any additional monies raised by the school. In order to provide the widest possible range of educational activities for pupils at the school the Governing Body has agreed that the school may seek voluntary contributions from parents, as allowed under section 118 of the Act, for the general benefit of the school or in support of any school activity

whether during or outside school hours, whether residential or non-residential.

- 5.2 Any request from the school for contributions from parents will state clearly that:
- a) parents are under no obligation to contribute, and
  - b) registered pupils at the school will not be treated differently according to whether or not their parents make any contribution in response to the request.
- 5.3 A request may relate to:
- a) a contribution to a general fund which may cover a number of different school activities, or
  - b) a contribution towards a specific activity, or
  - c) the provision of materials, books, instruments or other equipment.
- 5.4 In the case of a specific activity, the school may indicate the contribution per pupil which would be required if the activity were to take place. If there is insufficient support from parents the activity might not take place.

## **6.0 Charging in Kind**

- 6.1 For certain practical subjects such as Home Economics and Craft, Design and Technology, parents may be asked before the start of the course whether or not they would wish to own the finished product.
- 6.2 Where parents indicate that they would wish to own it, the school may either:
- a) ask parents to supply certain ingredients and / or materials being provided by the school.

## **7.0 Damage to School Property and Equipment**

- 7.1 If a pupil's behaviour results in damage to or loss of school property or equipment, the school may ask parents to pay for the cost of replacement.

## **8.0 Remission of Charges**

- 8.1 In certain circumstances, charges may be wholly or partly remitted on the grounds of family hardship and parents are advised to read the Governing Body's remissions policy on charges for school activities.



## Whitehall Infant School Governing Body

### REMISSIONS POLICY FOR CHARGING FOR SCHOOL ACTIVITIES

#### 1. Introduction

- 1.1 Section 110 of the Education Reform Act 1988, requires that every Governing Body of a maintained school shall determine and keep under review a remissions policy setting out any circumstances in which they propose to remit (whether in whole or in part) any charge which would otherwise be payable to them in accordance with their charging policy.
- 1.2 This document should therefore be read in conjunction with the Governing Body's policy on charging for school activities.
- 1.3 The remission of charges as set out in this document does not apply to any educational activity where charges (which may include board and lodging) are levied by persons other than the school or the Local Education Authority.
- 1.4 The Governing Body of Whitehall Infant School has determined that the School will remit in whole or in part the charges payable to them as set out in the document below. The cost of any remissions will be met from funds provided by the LEA, or through voluntary contributions or from funds raised by the school in other ways.

#### 2.0 Board & Lodgings Costs

- 2.1 Where a school activity involves a pupil in nights away from home, the Governing Body is permitted to make a charge for the board and lodging provided that the charge does not exceed the actual cost of providing board and lodging for that pupil.
- 2.2 Section 110 of the Act requires that the board and lodging charges are remitted in full to families in receipt of Income

Support or Income Based Job Seekers Allowance if the activity takes place.

- a) in school hours (see charging policy for clarification of school hours), or
- b) out of school hours but in a required part of:
  - i) a syllabus for a prescribed public examination,
  - ii) the National Curriculum
  - iii) a syllabus in religious education.

2.3 The Governing Body has determined that there shall be no further circumstances under which charges for board and lodging shall be remitted (whether in whole or in part).

### **3.0 Optional Extras**

3.1 The Governing Body has determined that there will be no remission of charges for any activity provided as an optional extra by the school.

### **4.0 Charging in Kind**

4.1 The Governing Body has determined that where parents have agreed in advance that they wish to own the finished product, there are no circumstances in which parents will not be required to meet the full cost of, or supply all of the ingredients and materials for making that product.

### **5.0 Public Examinations**

5.1 The Governing Body has determined that there will be no remission of charges for cases where the Governing Body is permitted to charge for entry to public examinations.

### **6.0 Individual Music Tuition**

6.1 The Governing Body has determined that there will be no remission by the Governing Body of any charges made by the Local Education Authority in providing individual music tuition.