



Charging Policy

This policy is annually reviewed to ensure compliance with current regulations

Approved/reviewed by

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THE EDUCATION ACT 1996 THE CHARGING FOR SCHOOL ACTIVITIES

STATEMENT: Under section 449-462 of the Education Act 1996 it sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities. School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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;
- 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 school².

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances (see page 6);
- certain early years provision³;
- community facilities⁴.

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:**

- a) education provided outside of school time that is not part of the national curriculum;

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).

² 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/carers.

- 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.
- 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/governing body have arranged for the pupil to be provided with education);
 - board and lodging for a pupil on a residential visit;
 - extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

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/carers 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/carer choice and a willingness to meet the charges. Parental/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

³ *The Education (Charges for Early Years Provision) Regulations 2012*

⁴ *The powers to provide community facilities are under s.27(1) of the Education Act*

THE SNAITH SCHOOL POLICY

1. **Music Tuition**

There will be a compulsory charge for instrument tuition delivered by the peripatetic teachers of the Schools' Music Service, provided that the tuition is provided at the request of the pupil's parent. If the teaching is part of the national curriculum, no charge will be made. There will also be no charge in respect of a pupil who is looked after by a local authority. The amount will be determined annually by the Governors in response to the charges levied centrally for the service. The current termly charge payable in advance is £75 per term. There will also be a charge levied by the Music Service for hire of their instruments. Full details will be given prior to a pupil commencing lessons.

2. **Books and Materials**

There will be no charge for books and materials; however, in practical areas

- i. Pupils are expected to bring the essentials for cookery and textile classes, extras will be provided by teachers should the need arise, at a token cost. The final product will be the child's to take home.
- ii. In certain subject e.g. Art or Photography, pupils will be offered the opportunity to purchase additional materials through school to help them enhance their work. Whilst these items are not compulsory to purchase in order to access the curriculum, should a pupil wish to make a voluntary contribution to purchase these items from school, they will be charged at the cost rate. Once purchased the pupil will be able to take home the resources purchased.
- iii. Swimming lessons are an optional extra for pupils, therefore a small charge will be made.
- iv. A charge will be made for breakages, damaged and lost textbooks or library books based on the current market value to replace / repair. Lost planners will be charged at £3.50. Lost locker keys will be charged at £2.
- v. Breakages or damage to school property as a result of a pupil's misbehaviour will be charged to parents/carers. Repair or replacement costs will be invoiced to parents/carers.
- vi. There is no charge for making a Freedom of Information Act request however, we may charge for photocopying and other direct costs. Photocopying will be charged at 10 pence per page. We will always let you know in advance if there are costs associated with your request that we will look to recover. The rules on charging and fees are set out in section 12 of the Act and in the Freedom of Information and Data Protection Appropriate Limit and Fees Regulations 2004. If we estimate that it would cost more than £450 (2.5 days working time) to retrieve the information, we are entitled to refuse your request.
- vii. Any requests for information under the Environmental Information Regulations, there is no "cost limit" for dealing with requests but requests

that cost a disproportionate amount can be refused on the basis that they are manifestly unreasonable, subject to a public interest test. Any charges imposed will be reasonable and charged at £18 per hour to retrieve the information and photocopying will be charged at 10 pence per page. We will always let you know in advance if there are costs associated with your request that we will look to recover.

- viii. The school will not charge for information relating to a Subject Access request.
- ix. If a member of public makes a request to photocopy personal documents, the following charges will be made:

A4 Sheet	50p
A4 Colour Sheet	£1.00
A3 Sheet	£1.00
A3 Colour Sheet	£2.00

3. **Public Examinations**

There will be no charge for the entrance fees for Public Examinations, **however**, failure to attend for such an examination without due reason i.e. illness supported by a Doctor's note, will mean that the parent/carer is liable to pay the cost involved as **each examination entered involves taxpayers' money. School will charge** examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.

4. **Visits Out of School**

Day visits for National Curriculum subjects which form part of the syllabus will be payable by the school, although parents/carers will be requested to make a voluntary contribution. Parents/carers will be made aware from the outset if the activity cannot be funded without voluntary contributions. The Snaith School will also make it clear to parents/carers that there is no obligation to make any contribution. If no parental/carer voluntary contribution is received, no child will be excluded from the activity which forms part of the syllabus for National Curriculum subjects. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then the visit will be cancelled. (See also point 5)

5. **Residential Visits**

School **cannot** charge for any residential trips where:

- education is provided on a visit that takes place during school hours;
- education is provided on a 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;

School **can** charge for:

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

When school informs parents/carers about a forthcoming residential trip that meets the above criteria, we will make it clear that parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances
- 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 £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

Residential trips **that are not required by the curriculum** and do not take place during school hours are treated as an optional extra and as such costs will be payable in full by parents/carers. However, in very exceptional circumstances for those in receipt of income support or similar benefits, consideration to assist with payment may be made if requested in writing to the Headteacher. (See also point 5)

5. Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Non-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion

might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

6. 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 governing body 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.

School may charge or ask for parental/carer contributions for transport for optional extra activities e.g. transport to after school sports events.

7. Refunds

Where an activity makes an expected surplus, the school will consider making a refund if the surplus exceeds £5 per student for day visits and £10 per student for residential visits. Surplus amounting to less than this will be used to support students in the future who have difficulty paying for trips or other school activities. The Governing Body gives the Headteacher the authority to decide the distribution of this surplus accordingly.

8. The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents/carers can plan ahead
- we have established a system for parents/carers to pay in instalments
- we acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection. Where non-curriculum trips are over-subscribed names will be randomly selected from a hat in the presence of two members of staff.

9. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made may be offered at no charge or a reduced charge to parents/carers of pupils who are in

receipt of free school meals or where the school is in receipt of pupil premium funding for the pupil. Additional categories of parents/carers of pupils may claim help with some costs in some circumstances. Requests should be made in writing to the Headteacher.

The Charging Policy places a considerable strain upon The Snaith School finances and the governor's request full parental/carer co-operation in dealing with these regulations, so that all the visits and activities can continue to be provided for the benefit of the pupils at The Snaith School.

Should parents have any queries then please feel free to contact the school.

References:

"Charging for school activities" May 2018 Department for Education