

Leaffield C of E Primary School



Charging for School Activities Policy

Committee responsible:	Leaffield School Local Governing Board
Approved By:	Leaffield School Local Governing Board
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Charging for School Activities Policy

Leaffield C of E Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' or carers' financial means. Leaffield School tries to ensure a range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded on the front cover of the document.

This policy covers:

1. Overview
2. Activities for which no charges will be made
3. Voluntary contributions
4. Activities for which charges may be made
5. Where charges may be waived (Remissions)
6. Refunds

1. Overview

The Local 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.
- We have established a system for parents/carers to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- 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.

2. Activities for which no charges will be made

Charges will not be made for the activities/provisions described below.

- 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 Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Tutoring for pupils learning to play musical instruments (or singing) 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.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip 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 the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip.

3. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents/carers who do not make such contributions will be treated no differently from those who have.

The Law says:

If the activity cannot be funded without voluntary contributions the parents/carers will be notified of this from the outset.

No child will be excluded from an activity because parents/carers are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent/carer is unwilling or unable to pay their child will be given an equal chance to go on the visit.

4. Activities for which charges may be made

Charges may be made for the activities described below.

Activities outside of school hours

Non-residential activities (other than those listed in 3 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents/carers are in receipt of certain benefits (see remissions policy, section 5 below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in section 2 above).

When any trip is arranged parents/carers will be notified of the policy for allocating places.

Definition of what is considered 'school time'.

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip 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.

Music tuition

Music tuition for individuals or groups of up to 4 pupils.

Further information about charges that will (or may) be made for optional extras.

Some activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'.

Charges will not exceed the actual cost (per pupil) of provision.

Parental/carer agreement will be obtained before a charge is made.

Optional Extra resources which will or may be charged for include	Notes	Remitted or help available?
Charges will/may be made for any materials, books, instruments, or equipment, where a parent/carer wishes their child to own them;	For example: A clay model – a charge to cover the cost of the clay.	Yes Remission for category A (see section 5 below)
Charges will/may be made for music tuition.	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	Yes Remission for category A (see section 5 below)
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Yes Remission for category A (see section 5 below)

5. Where charges may be waived (Remissions)

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 will be offered at no charge or a reduced charge to parents/carers in particular circumstances. The circumstances in which charges will be waived are set out below.

Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right-hand column of the table above. Criteria for qualification for remission are based on the eligibility criteria for free school meals and are given below.

Category A

Parents/carers (or children) in receipt of any of the following

- * Income Support
- * Income-based Jobseekers Allowance
- * Income-related Employment and Support Allowance
- * Support under part VI of the Immigration and Asylum Act 1999
- * The guaranteed element of Pension Credit
- * Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed –£16,190
- * Working Tax Credit run-on - paid for 4 weeks after an individual stops qualifying for Working Tax Credit
- * Universal Credit - if applied for on or after 1 April 2018, the household income must be less than £7,400 a year (after tax and not including any benefits)

If you are unsure if your child is eligible for help with charges, please contact the school office.

Additional categories of parents/carers may claim help with some costs at the discretion of the Headteacher and this will be agreed by the governing body.

6. Refunds

- Voluntary contributions for educational visits may be refunded by the school in the unfortunate event that a child is no longer able to attend the visit.
- Payments for residential visits and non-residential activities which take place outside school hours (but only if the majority of the time spent on that activity takes place outside school hours - time spent on travel counts in this calculation if the travel itself occurs during school hours) will not be refunded by the school in the event that a child is no longer able to attend the visit as payments are costed according to the number of children taking part in the visit.