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BASTON CHURCH OF ENGLAND **PRIMARY SCHOOL**



CHARGING POLICY

CHARGING FOR SCHOOL ACTIVITIES

Under the terms of the 1988 Education Act and following the guidance given by Lincolnshire County Council, the Governors have decided that:

1) Activities taking place in school time

- a) Educational day or half-day visits, swimming, residential visits.

The Governors wish these activities to continue, but they may only continue if funded by voluntary contributions/other donations.

Such contributions must, however, be genuinely voluntary. The terms of any request for contributions must make it clear:

- i) that there is no obligation to contribute; and
- ii) that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request.

However, activities such as those outlined above can only continue if funded by voluntary contributions. The school/Local Education Authority are unable to subsidise from main budget share such activities if parents are unwilling to contribute. If parents are reluctant to financially support such activities then they may not be able to take place. If parents request refunds following cancellation of a visit due to lack of support and a provider has charged us cancellation costs and/or asked for a non-fundable deposit, this will be deducted from refunds.

NOTE: Board and lodging costs for residential visits taking place in school time may be charged for. However, the cost of transport to and from such visits would have to be met from voluntary contributions.

Any child in receipt of pupil premium will be able to receive full remissions of board and lodging costs from their pupil premium allocation.

- b) If the visit is not related to the curriculum, we will exclude families who do not pay the charge.

2) Activities taking place outside school time

- a) Visits - residential or non-residential.

The Governors will allow parents to be charged the full costs of such visits. This may include additional expenses eg administration costs.

- b) Optional Extras - clubs, individual music tuition.

These activities are free of charges at present where they are undertaken by a member of staff or parent. Most activities run by outside agencies are charged for. The school reserves the right to charge for activities additional to the curriculum that may be provided in the future.

3) Lettings

All lettings within school premises, together with the scale of charges, will be in accordance with guidelines set out by Lincolnshire County Council.

4) Breakages

The Governors will allow discretionary charges to be made against breakages or damage to school property (e.g. broken windows, defaced/damaged books and equipment) where this is the result of a pupil's behaviour.

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CHARGING FOR SCHOOL ACTIVITIES

Reference Points

- DfES Circular 2/89
- Education Act 1996, Sections 449-462
- The Education (Residential Trips) (Prescribed Tax Credits) (England)
- Regulations 2003
- Charges for Music Tuition (England) Regulations 2007
- Section 7.5 in 'Governors' handbook: For governors in maintained schools, academies and free schools', DfE, Jan 2015
- 'Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities' – DfE, October 2014

<https://www.gov.uk/government/publications/charging-for-school-activities>

Contact Points

For support regarding charging and educational visits/journeys, please contact:

Educational Visits Service Tel: 01522 553209

Email: evsupport@cfbt.com

For support regarding charging and music tuition, please contact:

Music Support Service 01522 553501

Action Points

In addition to this document, schools are advised to consult the DfE departmental guidance 'Charging for School Activities: Departmental advice for governing bodies, school leaders, school staff and local authorities' – a link is provided above.

The DfE guidance provides a 'frequently asked questions' section which schools may find particularly useful.

Principles of a Charging Policy

Education provided by any maintained school should be free of charge if it takes place wholly or mainly during school hours or is required by the National Curriculum, including for example swimming lessons, or is necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education. The lunch hour is not considered to fall within school hours.

Parents may occasionally offer money to help the school provide for their child's special educational needs. In no circumstances should this be accepted.

LAs and Governing Bodies are required to formulate and keep under review their own policies in respect of charges and remissions arrangements. Details should be notified to parents as well as being included in the school prospectus and no charge can be levied unless such a policy is in place.

Charging and remissions policies adopted by Governing Bodies may be more or less generous than the LA's policies provided they meet the requirements of the law. The Charging Policy should set out details of the provision and types of case for which it is proposed to make charges. Schools are expected to review their remissions policies in relation to children who are eligible for free school meals pupil premium as well as for any other pupil premium.

Principles of a Remissions Policy

The remissions policy must set out the circumstances in which charges will be remitted in whole or in part. Section 457 of the Education Act 1996 states where a parent is in receipt of prescribed benefits or allowances, their child is entitled to free board and lodging on a residential trip.

The prescribed benefits are;

- Universal Credit in prescribed circumstances;¹
- 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);
- Guaranteed element of State Pension Credit;
- Income related employment and support allowance that was introduced on
- 27 October 2008.

As a statutory minimum, they should provide for complete remission of board and lodging charges to pupils whose parents receive the prescribed benefits above if the activity is deemed to take place during school hours, or out of school hours, but is covered by the criteria set out in paragraph 19 of DfES Circular 2/89, i.e. no charge for any activity provided to:

- Fulfil any requirements specified in the syllabus for a prescribed public examination.
- Specifically fulfil statutory duties relating to the National Curriculum.

- Specifically fulfil statutory duties relating to Religious Education.

Remissions policies for maintained schools should indicate also any circumstances in which the Governing Body propose to remit or subsidise any charges made by the LA under its charging policy.

¹ The government plans to prescribe the circumstances when Universal Credit is fully rolled out.
September 2015

LA's Charging and Remission Policy

Individual instrumental or vocal tuition, where this is over and above the requirements of the National Curriculum and/or an approved examination syllabus, where this takes place during the school day and is subject to the parent/carer requesting the tuition. (Children in the care of the Local Authority will continue to be entitled to free tuition).

- A charge may be made.

Transport to work experience.

- Parents will pay directly (Except statemented pupils where the statement refers to transport).

'Optional extras', i.e. activities outside school time not related to statutory duties.

- Charges will be levied unless Governors decide otherwise. The school will fund costs arising from Governors' decisions on remissions.

Board and lodging on residential visits.

- Charging is permitted for this element only, (other costs, such as transport etc., may be financed by voluntary contribution or from other sources).
- If the visit is wholly or mainly in school hours, or out of school hours, but covered by the criteria set out in paragraph 19 of DfES Circular 2/89 (see above) children whose parents are in receipt of the benefits listed above,
- are entitled to the remission of these charges.
- The cost involved will be met from the school's resources. Governors will determine and finance school policy and any remissions in addition to those required by law.

Voluntary Contributions by Parents

Parents may be invited to make voluntary contributions towards the cost of an activity for which a charge may be made, **but such requests must make it clear that there is no obligation to contribute. Pupils must not be treated differently according to whether or not their parents have agreed to make a voluntary contribution and parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.**

If a trip is planned mainly within school hours, i.e. 50% or more of the trip including transport time is within school hours, parents may be invited to contribute, but **no pupil may be excluded from the trip because their parents have not contributed.** The DfE advise that, if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled and schools must ensure that this is clear to parents.

Charges made to parents must not exceed the actual cost of the activity in order, for example, to raise additional funds to cover any short fall caused by parents opting not to contribute, although there is nothing to prevent other parents making a voluntary contribution over and above that cost.

Charging Parents for breakages and fines

There is nothing to prevent schools from asking parents to pay a voluntary contribution towards the cost of replacing a broken window or a defaced, damaged or lost textbook etc. where this is the result of a pupil's behaviour. Governing Bodies are advised to include their policy on such matters in their discipline codes so that parents and pupils are aware of the position.

Educational Visits and Journeys

This is a complex area, particularly in respect of charging or otherwise and detailed guidance is available via the latest Educational Visits Policy and Guidance, which can be accessed at:

<http://lincolnshire.cfbt.com/en-GB/Behaviour-and-Safety/Advisory-Services/Education-Visits-Service>.

Baston C of E Primary School Charging Policy Register

Version Number	Review Date	Head Teachers Signature	Chair of Governors Signature	Date Agreed
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Version 1 (2013-2012)	26.9.2013			23.10.2012
Version 2 (2013-2015)	19.05.2015			20.05.2014
Version 3 (2016-2017)	01.09.2017			06.10.2016
Version 4 (2017)	May 2018			18.05.17

This policy has been reviewed and is underpinned by the beliefs and values of the declared Christian ethos of Baston C of E Primary School