



## Introduction

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents/carers ability to help meet the cost.

The Governing Body will be mindful of financial circumstances of families and will demonstrate appropriate discretion in the application of this policy.

This charging policy sets out the charges and remission for school activities as required by the Education Act 1996 sections 449-462 and the subsequent guidance issued to schools by Department for Education (DfE).

## Charging

The Governing Body **cannot** charge for:

- An admission application to the school.
- 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 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.
- Examination re-sit(s) if the pupil is being prepared for the re-sit at the school (unless the student has failed without good reason, to meet any examination requirement for a syllabus).

The Governing Body **can** charge for:

- Any materials, books, instruments, or equipment, where the student's parent/carer wishes her to own them.
- Optional extras.(See below)
- Music and vocal tuition
- Community facilities.

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### Optional Extras

Charges can be made for some activities which 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:

- Education provided outside of school time that is not:
  - a) Part of the national curriculum.
  - b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - c) Part of religious education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school.
- Transport (other than transport that is required to take the student to school or to other premises where the Governing Body have arranged for the student to be provided with education).
- Board and lodging for a student on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### Voluntary Contributions

- The Governing Body is permitted to ask for voluntary contributions for the benefit of the school or any school activities.
- The Headteacher will make it clear to parents at the outset that an activity cannot be funded without voluntary contributions.
- The Headteacher will also make it clear to parents that there is no obligation to pay.
- No student will be excluded from an activity because their parent/carer is unwilling or unable to pay. Students will be given an equal chance to participate in an activity.
- If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source then it will be cancelled.

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### Music Tuition

The Charges for Music Tuition (England) regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges can be made for vocal or instrumental tuition provided individually, or to groups of any size provided the tuition is provided at the request of the student's parent/carer.

### Transport

The Governing Body 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.
- Transport provided in connection with an educational visit.

### Residential Visits

The Governing Body **cannot** charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The Governing Body **can** charge for:

- Board and lodging (the charge must not exceed the actual cost).

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### Specific Activities and Associated Charging

As a result of the guidance issued by the DfE in November 2013 the following charges have been agreed by the Governing Body.

*The school will apply the criteria issued by the DfE in determining whether education activities are provided during or outside of school hours.*

### Visits and Trips

If the visit or trip is designed to meet a statutory requirement such as being:

- Required as part of the national curriculum.
- Part of the Syllabus for a prescribed public examination that the student is being prepared for at the school.
- Part of religious education.

No charge will be made for the activity or trip and transport associated with it. The cost of board and lodging of a residential visit may be charged, but remitted in full for families in receipt of specified benefits. (See Remissions Policy Page 9)

### Activities or Trip (Non residential) During School Hours

If the activity or trip is **not** designed to meet a statutory requirement such as:

- Required as part of the national curriculum.
- Part of the Syllabus for a prescribed public examination that the student is being prepared for at the school.
- Part of religious education.

No charge will be made for the activity or trip and transport associated with it.

### Activities or Trip (Non residential) Outside of School Hours

If the activity or trip is **not** designed to meet a statutory requirement such as:

- Required as part of the national curriculum.
- Part of the Syllabus for a prescribed public examination that the student is being prepared for at the school.
- Part of religious education.

The full cost of the trip will be charged. Any remission of charges is at the discretion of the Headteacher.

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### Activities or Trip (Residential) During School Hours

If the residential activity or trip is **not** designed to meet a statutory requirement such as:

- Required as part of the national curriculum.
- Part of the Syllabus for a prescribed public examination that the student is being prepared for at the school.
- Part of religious education.

A charge will be made for the board and lodging element only of the trip.

This charge will be remitted in full for families in receipt of specified benefits (See Remissions Policy Page 9)

### Activities or Trip (Residential) Outside of School Hours

If the activity or trip is **not** designed to meet a statutory requirement such as:

- Required as part of the national curriculum.
- Part of the Syllabus for a prescribed public examination that the student is being prepared for at the school.
- Part of religious education.

The full cost of the trip will be charged. Any remission of charges is at the discretion of the Governing Body.

See Appendix 1.

**Voluntary Contributions will be requested from parents in relation to all activities and trips. No student will be treated any differently according to whether or how much their parent/carer has contributed.**

**Activities or trips for which voluntary contributions are requested from parents/carers will be subject to cancellation if insufficient voluntary contributions are received.**

### Students not Registered at the School

The school may charge students who are not registered at the school for education provided or for facilities used by them belonging to the school.

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### Music Tuition

- A charge will be made for individual and small group music tuition not forming part of the syllabus of a prescribed public examination or required by the national curriculum.
- Parents are required to complete documentation issued by the school to request the provision of music tuition.
- Parents/Carers will be asked to make a term's commitment in advance of the tuition.
- All payment details will be entered onto Parent Pay for parents to access and make the necessary payment to school.
- Parents/Carers will be required to terminate music tuition at least one term in advance and in writing to the teacher in charge of music. If a student does not attend music tuition for any reason other than school absence no refund of fees will be given.
- Tuition will be cancelled if payment is not received in advance. However parents/carers will still be liable for settling any outstanding amounts.
- The school reserves the right to terminate tuition if it does not consider groups to be viable, or if progress and or commitment are unsatisfactory. This will always be done with the consultation of instrumental teachers and parents/carers.

A charge will not be made for teaching that is considered to be an essential part of the national curriculum.

A charge will not be made in respect of a student who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

### Textbooks and Materials

- Textbooks are provided on loan free of charge, but in some subjects, additional revision guides are available, for which a charge is made.
- Textbooks and other publications which are on loan to the student must be returned at the end of the agreed loan period.
- A charge may be levied in respect to books which are lost, damaged or defaced. This cost will not exceed the replacement value.
- Where a student wishes to retain items produced as a result of art, textiles, design and technology, a charge may be levied for the cost of the materials used.
- The school may make a charge if any food ingredients are provided to students as part of Food Technology lessons.

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### Examination Charges

An examination entry fee will be charged to parents/carers in the following circumstances:

- The student was not prepared for an examination at the school.
- The School has, for educational reasons, determined that the student should not be entered for the examination, but the student's parents or carer has requested such entry, notwithstanding notification of such reasons.
- Where a student fails without good reason to complete the requirements of any public examination where the Governing Body or Local Authority (LA) originally paid or agreed to pay the entry fee.
- A charge may be levied for students re-sitting an examination

### PE Kit and School Bags

- A charge may be made to provide items of clothing incidental to the education provided for example aprons for Food Technology.
- PE Kit items and school bags are available to purchase from the school's online shop.

### Damage/Loss to Property

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge will be the cost of replacement or repair, or such lower costs as the Headteacher may decide.

### Lettings

- The School will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

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### School Minibus Travel

- The school holds permits issued under Section 19 of the Transport Act 1985 for its two minibuses and as such can make a charge for the use of these vehicles.
- The charges made are to recover the cost of running the vehicle, including loss of value. The service may not make a profit either directly though the fares charged or incidentally as part of a profit making activity.
- The use of the minibuses for such activities is made in agreement with the school insurers.

### Other Charges

- The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

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### Remissions Statement - Appendix I

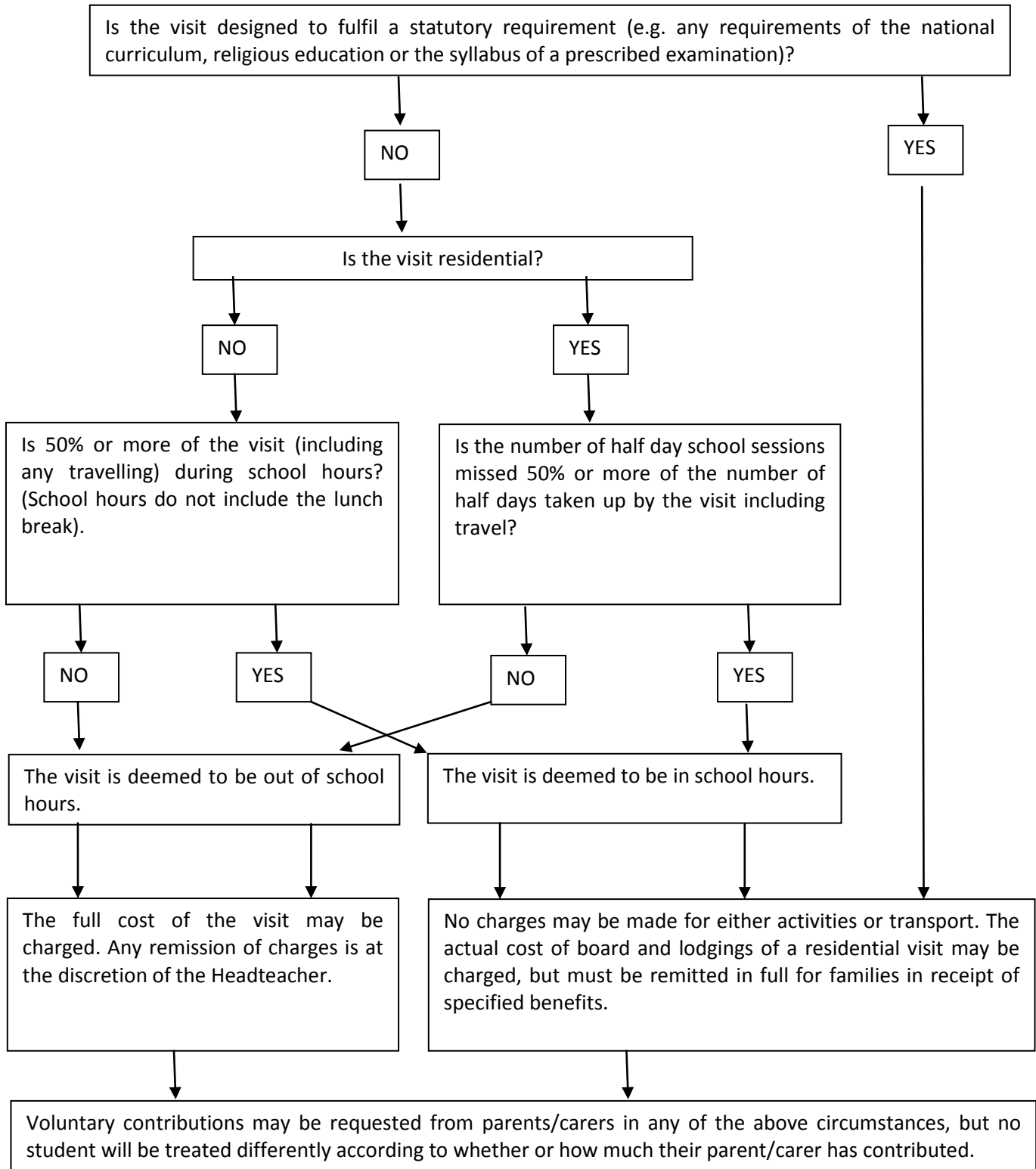
When the school informs parents/carers about a forthcoming residential visit, they will make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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.

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**Appendix II**



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