

# ROWAN GATE PRIMARY SCHOOL



## CHARGES AND REMISSIONS FOR SCHOOL ACTIVITIES POLICY

### POLICY REVIEW

This policy has been reviewed in line with the following: (Reviewer please tick box)

a) Ensuring the policy is up to date and meets mandatory requirements

☒

b) Ensuring the policy is fit for purpose and that practice adheres to the policy.

☒

*Reviewed and Updated in October 2020 by ..... Finance & Personnel Sub  
Committee*

*Print Name .....*

***Policy will be reviewed again in October 2021.***

# ROWAN GATE PRIMARY SCHOOL



## CHARGES AND REMISSIONS FOR SCHOOL ACTIVITIES POLICY

*This school policy reflects the consensus of opinion of the whole teaching and support staff and has the full agreement of the governing body.*

*"This policy reflects the philosophy of the Equality Policy, the Mission Statement and the School Aims in relation to the whole curriculum".*

### **Introduction**

This policy has been formulated in accordance with the Authorities guidance on Charging for School Activities and reflects the guidance in Sections 449-462 of the Education Act 1996 and guidance issued by the DfE dated May 2018, which sets out the law on charging for school activities in schools maintained by local authorities in England.

The school must ensure that parents on low incomes and in receipt of the benefits listed with the Residential Visits section on Page 4 are informed of the support available to them when being asked for contributions towards the cost of school visits.

### **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **Responsibilities**

The Governing Body of the School are responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

## **Education**

The Governing Body of the School recognise that the legislation **prohibits** charges for the following:

- an admission application to any stated funded 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; (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 team work skills.)
- 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

The school **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances
- certain early years provision (the Education (Charges for Early Years Provision) Regulations 2012.
- community facilities (the powers to provide community facilities are under S 27 (1) of the Education act.

## **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:**

- 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; 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 costs of building 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 a 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 and
- the costs, 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 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 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**

Nothing in legislation prevents the Governing Body from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher **must** also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and **not compulsory**. Colour coded or

numbered letters to parents as a reminder to make payments into the school or school fund will not be sent. The school will also ensure that direct debit or standing order mandates are not sent to parents when requesting contributions.

### **Residential Visits**

The School **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; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The School **can** charge for:

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

When a school informs parents about a forthcoming visit, they should 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:

- Income Support
- income-based Jobseeker's 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for

Working Tax Credit

- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spend on the visit, it is deemed to have taken place during school hours (even if some activities take place 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 in 12 hours ending with noon or midnight on any day

Example 1: Pupils are away from noon on Wednesday to 9 pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Pupils are away from school from noon on Thursday until 9 pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

## **Music Tuition**

Although the law states that all education provided during school hours must be free, instrumental and vocal music lessons are an exception to this rule.

The Charges for Music Tuition (England) Regulations 20a7 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging to tuition in larger groups that was previous the case.

Charges may now be made for vocal or instrument tuition either provided individually or to groups of any size (provided that tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulation make clear the charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 instrumental and vocal tuition programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within he meaning of section 22 (l) of the Children Act 1989)

## **Transport**

The school **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 education 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.

## **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.

*This policy was reviewed by Governors in October 2020 will be reviewed annually.*