

# All Saints' and St Richard's CEP School Charging Policy

Approved Finance committee on [23rd October 2015](#)

[Government publication on charging](#)

Re approved on 10<sup>th</sup> January 2017

Review Period: Annual or sooner depending on change of government policy.

- Chapter III of the Education Act 1996 (sections 449-462)
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
- Education (Residential Trips) (Prescribed Tax Credits) (England) (Amendment) Regulations 2005
- Charges for Music Tuition (England) Regulations 2007 Education Act 1996: section 457
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999/2255

## **Educational visits and other activities in school time as part of the Curriculum.**

No charge other than set out below will be made by the school for activities including day trips which take place in school time, or that are part of the curriculum.

### **Residential Trips-Essential**

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied for board and lodging. Voluntary contributions will be requested to cover transport, course fees and other administrative charges.

### **Residential trips – Non-essential.**

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

## **Educational Visits and Activities during school hours as part of the Curriculum Voluntary contributions**

In general it is the School's policy, that save in exceptional circumstances the school should not seek voluntary contributions for activities which take place during school hours within the school.

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the Educational Visit or activity.

Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled. This must be drawn to the attention of parents/carers. No request for payment should be made from a parent/carer of a child who is in receipt of free school meals.

## **Remission of charges for Residential Trips-Essential**

If the parent/guardian of a pupil is in receipt of:

- a) Income support,
- b) Income based jobseekers' allowance,
- c) Support under Part VI of the Immigration and Asylum Act 1999
- d) Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the annually agreed rate currently £16190);
- e) Guaranteed State Pension Credit,

charges in respect of board and lodging will be remitted in full.

No request for payment should be made to a parent or carer of a child in receipt of free school meals.

## **Discretionary Remissions**

The governing body or Headteacher may decide not to levy charges in respect of a particular activity, if it is reasonable in the circumstances.

In the event of a parent or carer not falling within the statutory category set out above for the remission of charges, the Headteacher has a discretion not to apply such charges and parents and carers should contact the Headteacher to discuss the matter in confidence.

### **Activities Outside School Hours**

For all other activities outside school hours, a charge up to the cost of the activity can be made. However no charge will be made for activities outside school hours that are part of the national curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

### **Public Examinations**

The school will not charge for entering students for public examinations or for any cost associated with preparing a student for an examination. However, an examination entry fee may be charged to parents if:

- a) a student sits the examination at the school but was not prepared here for it;
- b) a student fails without good reason to complete the requirements of any public examination where the school agreed to pay the entry fee.

### **Materials**

Where a student or parent wishes to retain items produced as a result of art & design or design & technology, a charge may be levied for the cost of the materials used. In the case of food technology, students sometimes provide their own ingredients.

### **School clothing**

The governing body will give a high priority to cost in considering our school rules about clothing, as it can be expensive. Where items are only available from the school or through the school supplier we will regularly review both our suppliers and our prices. The school will not make a profit on school uniform.

Local authorities have a discretionary power to provide school clothing grants or to help with the cost of school clothing in cases of financial hardship and we will make such information available to parents as appropriate.

### **Music Tuition**

We are entitled to charge in respect of individual music tuition, and group music tuition up to and including four persons, if the teaching is not an essential part of either the national curriculum or a public examination syllabus being followed by the student.

Payment for peripatetic music tuition is paid directly to East Sussex Music Service, or if tuition is provided by an outside tutor, directly to the teacher employed by the parents or carers.

### **Damage/Loss to Property**

A charge may be made in respect of wilful damage, neglect or loss of school property, including premises, furniture, equipment, books or materials. The charge may be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge may be made 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 may be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Lettings**

We wish to see our facilities made available to outside users at a rate determined by the school. There is a separate policy on hiring the school, with hire agreements and charges attached.

### **Other charges**

The governing body or Headteacher may charge for miscellaneous services up to the cost of providing such services - e.g. for complying with requests made under the freedom of information act, providing copies of documents to parents, such as policies.

### **Monitoring and review**

The Finance committee will monitor the implementation of this policy by receiving periodic reports from the senior leadership team, to include at least:

- 1) a list of trips and other activities for which voluntary contributions and charges are to be made at the start of each term.
- 2) a periodic sampling of participation rates, the extent of voluntary contributions and shortfall if any for each of the trips/activities.
- 3) an audit of participation rates in musical tuition