



The Federation of  
Longhorsley St Helen's and Whalton  
Church of England Schools

Policy  
for  
Charging



Reviewed: Spring term 2018  
Review date: Autumn term 2019





## Charging Policy

### Introduction

School cannot charge for:

- 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.

School can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see Music Tuition);
- certain early years provision (under The Education (Charges for Early Years Provision) Regulations 2012);
- community facilities.

### 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 cost of buildings 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 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 prerequisite for the provision of an optional extra where charges will be made.

### **Voluntary Contributions**

When organising school visits which enrich and enhance the curriculum and educational experience of the children, school requests parental consent and a voluntary contribution towards the cost of the visit. However, if the activity cannot be funded without voluntary contributions it should be made clear to parents at the outset. It must also be made clear that there is no obligation for parents to make any contribution but should sufficient voluntary contributions not be received, and the visit cannot be funded from some other source, then school may cancel the visit.

No child will be excluded and a visit could go ahead which may include children whose parents have not made any contribution. On occasion school may pay the additional costs to allow the visit to go ahead.

Activities organised by school for which a voluntary contribution from parents is requested include: swimming/indoor sports activities (eg gymnastics, climbing wall); transport expenses for some visits (ie theatre visits); visits to the theatre.

## Music Tuition

Music is taught as part of the normal school curriculum and no charge is made for this.

In accordance with the Charges for Music Tuition (England) Regulations 2007 which set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition, there is a charge for vocal and instrumental tuition provided either individually, or to groups, if this is not part of the National Curriculum and provided that the tuition is at the request of the child's parent.

Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. The peripatetic music teachers instruct individual or small group lessons for which a charge is made. Parents whose children are in receipt of free school meals are exempt from payment.

The regulations make clear that 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 the meaning of section 22(1) of the Children Act 1989).

## Transport

The School cannot charge for:

- transporting registered children to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered children to other premises where the governing body or local authority has arranged for children to be educated;
- transport that enables a child 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.

## 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 child 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 children on a residential visit.

The School can charge for board and lodging and the charge must not exceed the actual cost.

When the School informs parents about a forthcoming visit, it will be made 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 the allowance for that financial year;
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

### **Education partly during school hours**

**Non-Residential Activities:** 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.

**Residential Visits:** Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. If the number of school sessions (ie half school days) taken up by the visit is equal to or greater than 50% of the number of half days (ie periods of 12 hours ending with noon or midnight on any day) spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

### **Swimming/Indoor Sports Activities**

The school organises swimming lessons for all children from Reception to Year 4. These take place in school time across the academic year. Qualified instructors are provided at Ponteland Leisure Centre. We ask parents to make voluntary contributions towards the costs of these activities. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons/indoor sports activities.

### **After-school Clubs: PAWS**

PAWS (a separate private organisation which shares the school's outdoor area) offers after school clubs - sports, cookery, science, film, etc. Qualified sports coaches, who are not members of the school staff, sometimes run and organise the sports clubs. PAWS makes charges for these after school club sessions which are optional and parents' consent is requested.

## Remissions

Under certain circumstances the school may remit (wholly or partly) any charge which would otherwise be payable - parents of children in receipt of free school meals are exempt from paying voluntary contributions requested for 'optional extra' activities (swimming, visits, etc).

## Review

This Policy will be reviewed in line with DfE advice reviews, next review Autumn 2019.

The FEDERATION of LONGHORSLEY St HELEN'S and WHALTON C of E FIRST SCHOOLS

Reviewed by staff, considered by Governing Body Resources Committee,  
approved at the next termly Governors Meeting and implemented from that date.