

Waterthorpe Nursery Infant School



Charging Policy

October 2017

Approved by:

Steering Committee

Date:

12/10/17

Next Review Date:

Autumn 2018

WATERTHORPE NURSERY INFANT SCHOOL

This document explains the policy of the Governing Body/Interim Executive Board (IEB) in respect of charging for school activities. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

School governing bodies and local authorities **cannot** charge for:

- an admission application to any maintained 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Schools and local authorities **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

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

WATERTHORPE NURSERY INFANT SCHOOL

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 that is not 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; and
- board and lodging for a pupil on a residential visit.

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;
- 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, 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

The school will request voluntary contributions for any school activities that apply under this policy. However, if the activity cannot be funded without voluntary contributions, the head teacher will inform parents/carers that the activity may not go ahead. There is no obligation to make any contribution.

WATERTHORPE NURSERY INFANT SCHOOL

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.

When making requests for voluntary contributions to the school funds, parents/carers will not be made to feel pressurised into paying as it is voluntary and **not compulsory**.

Residential Visits

The school **will not** 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 but the charge must not exceed the actual cost
- The cost of any instructors but the charge must not exceed the cost

Music Tuition

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

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges are made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges are only made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Transport

No charge may be levied on any transport provided during school hours to carry pupils between school premises or between the school and any other place where education is provided.

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.

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. 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.

Residential visits

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

Additional adults participating/supporting chargeable activities

A charge may be made to cover the costs of any additional adult volunteer (e.g. parent/grandparent) who supports/attends a chargeable activity. This charge would be no greater than the cost of their additional participation.

Breakage or Damage to School Premises/Equipment

The school may ask parents to pay for damage to school property or equipment where this is the result of the pupil's behaviour.

Policy on Remission of Charges for School Activity

The Governors have determined that there **may** be matters for which they would allow full or part remission of charges where a pupil is ill and unable to attend a chargeable activity. This would be at the discretion of the Headteacher.

Review

The policy statement will be reviewed by the **Steering Committee**, of the Governing body annually.

Next Review: Autumn 2018

Equality Impact Assessment Template

Name of policy or project being assessed?	Date
charging	1/10/17

Priority Level	
High	
Medium	
Low	X

Lead Officer: Helen Stokes
Members of the assessment team: Helen Stokes & Suzanne Marriott
Others involved in the assessment (peer review/external challenge): Steering Committee members

<p><u>What are the aims of the policy or project?</u> To ensure that government guidelines for charging for school activities adhered to.</p>
<p>Who is the intended customer/service user of this project or policy? Parents and staff</p>
<p><u>What are the desired outcomes from this project or policy?</u> Clear procedures for charging for school activities</p>
<p>List any other key policies, procedures, projects or strategies that this policy/project has implications on: Curriculum, educational visits, behaviour</p>

What are the racial, disability and gender equality implications of the policy or project?
 Where there is additional costs of an activity due to the disability e.g. where a coach with wheelchair accessibility has to be used

WATERTHORPE NURSERY INFANT SCHOOL

<p>Does the policy or project have any significant positive impact for:</p> <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls 	<p>YES</p>
<p>Does the policy or project have any significant adverse impact for:</p> <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls 	<p>NO</p>
<p>Do you have any evidence?</p>	
<p>Is there any way that you could reduce or eliminate the adverse impact or increase positive impact?</p>	

<p>Action to take :</p>			
<p>If you have indicated there is a negative impact, can it be justified?</p>	<p>YES</p>	<p>NO</p>	
<p>If you have indicated there is a negative impact and it cannot be justified, is it discrimination? N/A</p>	<p>YES</p>	<p>NO</p>	
<p>If you have answered YES, please list all the changes that you have made to eliminate this discrimination:</p>			
<p>Please state how will you monitor the policy or project?: Policy review (by staff/governors by dates on policy)</p>			

<p>Signed (Person completing the form): </p>	<p>Date: 1.10.17</p>
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