



Charging for School Activities

2016-2019

Chair of Governors: _____

Headteacher: _____

Date: _____

Date: _____

Purpose of policy

The purpose of this policy is to set out what charges can and cannot be made for activities in Marlborough Primary School. The policy has been drawn up in accordance with sections 449 – 462 of The Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities.

The Headteacher, governors and staff believe that residential visits, educational school trips and visits to school by theatre and entertainment groups, play a vital role in the educational, social and emotional development of each child. We believe that such activities broaden the school's curriculum and should be an integral part of Primary Education.

Education in School

No charge is made for:

- Education provided wholly or mainly during school hours.
- Admission to school for children of compulsory school age.
- The supply of any materials, books and instruments or other equipment.

A voluntary contribution is requested when activities which are part of the National Curriculum, or are part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of Religious Education.

Transport

No charge is made for:

- Transporting registered pupils to or from school premises, where the local 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/she has been prepared for that examination by the school.

A voluntary contribution is requested when Transport provided in connection with an educational visit which is part of the National Curriculum.

Residential visits

- 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 by 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.

Music tuition

- Children learning to play musical instruments as part of the National Curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for that the pupil is being prepared for by the school, or part of religious education; or
- Cost associated with preparing a pupil for an examination.

Examination fees

- Entry for a prescribed public examination if the pupil has been prepared for it at the school or for examination re-sits if the pupil is being prepared for the re-sits at the school.

Circumstances where the school may charge parents

Optional extras

Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:-

Education

- Activities which take place mainly or wholly out of school time if they are not part of the National Curriculum, not part of a syllabus for a prescribed examination that the pupils are being prepared for at the school and not part of religious education.
- Materials used in practical subjects and project assignments provided parents have agreed in advance that they wish to keep the finished product e.g. ingredients or materials.

Music tuition

- Musical instrument tuition provided to individual pupils or to a group of not more than four pupils if the teaching of music tuition is not part of the National Curriculum or a public examination syllabus being followed by the pupil.

Transport

- Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education.

Examination fees

- The examination is on the set list, but the pupil was not prepared for it at the school.
- The examination is not on the set list, but the school arranges for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

Board and Lodgings

- The cost of board and lodging for residential trips, even when taking place largely during school time. (Pupils whose parents are in receipt of certain benefits are exempt from paying the cost of board and lodging, see Remissions).

Voluntary Contributions

Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities which supplement the normal school curriculum.

Requests to parents for voluntary contributions will state that:-

- there is no legal obligation to make a contribution;
- pupils will not be excluded through parents' inability or unwillingness to pay;
- pupils of parents who cannot contribute will not be treated any differently; and

- where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

Requests made for voluntary contributions made in respect of individual pupils must not include any element of subsidy for any other pupil wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Remissions

Parents who can prove they are in receipt of the following benefits will be exempt from paying the full cost of board and lodging of a residential trip:-

- a. Income Support.
- b. Income Based Jobseeker's Allowance.
- c. In receipt of any other benefit or allowance, entitled to any tax credit under the Tax Credits Act 2002 or element of a tax credit, as may be prescribed by the regulations from time to time for a period wholly or partly compromised in the time spent on the trip. Currently the following are prescribed:-
 - Support under Part 6 of the Immigration and Asylum Act 1999.
 - Child Tax Credit, providing 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 (for 2011 /12) (i.e. children who are eligible to receive free school meals).

The governing body may wish to remit in full or part, the cost of other activities for parents in certain circumstances.

Supplementary Information

Uniform, P.E. Kits, Calculators, Pens etc. Aprons

Parents can be invited to equip their child with items of personal equipment intended to be solely used by their child.

Breakages and Damage

Where a student's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the schools discretion.