



# **CHARGING FOR SCHOOL ACTIVITIES POLICY**

**Date of Last Review:** June 2017

**Date of Next Review:** May 2019

**Responsibility:** Mrs C. Whiting

**Advisory Body Signature:**

Guidance from the Department for Education (DfE) on charging for school activities reflects sections 449-462 of the Education Act 1996, which set out the law on charging for school activities which states that no charges may be levied for activities taking place in School time that are:

- a) Provided specifically to fulfil statutory national curriculum requirements
- b) Provided specifically to fulfil religious education requirements
- c) Required specifically as part of a public examination syllabus

The Education Reform Act states that charges may be made for some activities that are known as “optional extras”

Optional Extras are defined as education provided outside of school time that is:

- a) Not part of the National Curriculum
- b) Not part of Religious Education
- c) Examination entry fees if the registered student has not been prepared for the examinations at the school
- d) Transport that is not required to take the student to school or to other premises where the local authority/The Advisory Body have arranged for the student to be provided with education.
- e) Board and Lodging for a student on a residential visit

In calculating the optional extras an amount may be included in relation to:

- a) Any materials, books, instruments or equipment provided in connection with the optional extra
- b) Non-teaching staff
- c) Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- d) 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 students must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.

The preferred method of payment is via the Wisepay system. For parents unable to use the Wisepay system, contact must be made with the Finance Office to discuss alternative methods.

All payments must be made in full prior to the trip/activity taking place. Failure to make the full payment may result in the student being withdrawn from the trip/activity and any monies already paid will be forfeited.

Students who are removed from a trip by the school will not receive a refund.

Deposits are non-refundable unless otherwise notified.

Voluntary contributions are invited from parents towards the cost of other activities though no student will be excluded from an activity because of failure to make a voluntary contribution. It may well be that educational visits and journeys can only take place if sufficient voluntary contributions are received to make the visit or journey self-financing.

Reimbursement to the school will be expected for any damage to the site (i.e. broken window/graffiti etc.) caused by a student and for any lost library or text books.

### Remissions and Concessions

Consideration will be given to the remission of charges to parents or carers who receive the following support payments:

- Equal Based JSA/ESA
- Income Support IS
- Income Based Jobseekers Allowance (IBJSA)
- Income related employment and support allowance (IRESA)
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by HMRC, that does not exceed £16,190.00
- Guaranteed Element of State Pension Credit
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit)
- Support under part V1 of the Immigration and Asylum Act 1999.

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Head teacher will authorise the remission of charges.

The School may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be determined by the Head teacher.

In the first instance, please contact the Business Manager to apply.

### Transport

Schools cannot charge for:

- a) Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- b) Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- c) Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.

The overriding principle behind our policy is that wherever possible all students should be able to participate in the full range of the activities offered by the school.

