

Charging Policy

2016-17



**Bratton Primary School
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CHARGING POLICY

This policy should be read and understood with reference to the following documents:

- The Education Act 1966 (Sections 449 – 462)
- The Education and Inspections Act 2006 (Section 56)
- Charging for School Activities (Revised November 2013) – Appendix 1
- School Admissions Code (paragraph 1.82)
- Revised School Admissions Code 2009 (paragraph 1.97)
- The Equality Act 2010

1. PRINCIPLES

We want all our pupils to have an equality of opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

2. ADMISSIONS

No charge can be made for admitting pupils to school and education provided during school hours must be free.

3. ACTIVITIES THAT TAKE PLACE DURING SCHOOL HOURS

No charges will be made of activities provided during school hours, with the exception of music tuition as outlined in 7 below, although a voluntary contribution may be sought (see 12 below).

No charges will be made for transport to activities which take place during school hours although a voluntary contribution may be sought (see 12 below).

A charge may be made to cover the cost of ingredients or materials where parents/carers have confirmed in advance that they wish to own the finished product.

4. ACTIVITIES FOR PUPILS THAT TAKE PLACE OUTSIDE SCHOOL HOURS (NON-RESIDENTIAL)

No charge will be made for an activity that takes place outside school hours when it is a necessary part of the curriculum or when it is part of the school's basic curriculum for religious education.

We may charge for other activities that take place outside school hours when they do not form part of the curriculum. The Headteacher will decide which activities we make a charge for and where a charge is made, it will not exceed the total cost of providing the activity divided by the number of pupils participating.

School hours are those when the school is actually in session and do not include the break in the middle of the school day.

5. ACTIVITIES THAT TAKE PLACE PARTLY DURING SCHOOL HOURS (ON-SITE OR OFF SITE – NON RESIDENTIAL)

Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and we will apply the same criteria to charging as set out in section 3 above.

If the majority of the time spent on a non-residential activity is outside school hours and we will apply the same criteria to charging as in section 4 above.

6. RESIDENTIAL ACTIVITIES

Residential visits are classified as being within school hours if the number of schools sessions missed by the pupils is at least 50% of the number of half days spent on the trip.

Pupils will be charged an amount up to the full cost of board and lodging on residential trips except where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging.

Where additional costs are incurred to include a child or children with specific needs (e.g. medical, disability, behavioural, SEND etc) the additional cost must be included in the overall cost of the trip and may not be charged to individual families concerned. We may choose to subsidise the additional costs incurred from other available funds.

If a residential activity takes place largely during school hours, no charge will be made for travel costs (legal requirement) although a voluntary contribution may be sought. Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil, other than those entitled to remissions, but no paying pupil will be required to subsidise the cost of non-paying pupils.

7. MUSICAL INSTRUMENT TUITION

Charges may only be made if the teaching is not an essential part of either the national curriculum or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Charges can be 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.

Where we make a charge for instrumental and vocal tuition within school hours, we will remit charges for pupils on free school meals as well as in certain other circumstances in order to ensure that specialist music tuition is accessible and affordable for all children.

8. SCHOOL MEALS

No charge will be made to children entitled to free school meals or for children entitled to the Universal Infant Free School Meals from September 2014.

Pupils not entitled to free school meals will be charged an amount as determined by the provider.

9. CHILDCARE

We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and remissions to be set and reviewed regularly by Governors and in accordance with any requirements set by the local authority where it is subsidising the provision.

10.DAMAGE TO PROPERTY AND BREAKAGES

We may seek to recover some or all of the costs incurred due to willful damage or breakage of school property. This will be determined by the Headteacher.

We may seek to recover some or all of the costs incurred due to willful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher

11.REMISSIONS AND CONCESSIONS

We will comply with legal requirements for remissions as outlined throughout this document for pupils defined as eligible under Local Authority and national guidance.

We may choose to subsidise in full or part, charges for certain activities and pupils as determined by the Headteacher.

12.VOLUNTARY CONTRIBUTIONS

We may, in certain circumstances, invite parents to make a voluntary contribution towards activities that are exempt from charging.

Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to the parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.