



Long Lane Primary School Policy for Charging

Date	Description
March 2018	Agreed by the Resources Committee

Review Schedule	Two years
Next Review	March 2020

Policy Statement

1. All education during school hours is funded by the Local Authority and no charges will be made for such education. However, there are circumstances in which charges may be made, or voluntary contributions may be requested.
2. This Policy complies with the statutory requirements contained in Sections 449-462 of The Education Act 1996, and is in line with the Department for Education Guidance on "Charging for school activities" – October 2014.

Responsibility

1. The Resources Committee is responsible for this policy, and monitoring its implementation; it will be reviewed every 2 years.
2. The Head Teacher is responsible for determining each activity, or resource, which he deems is chargeable, and how much will be charged each activity. In determining what will be charged, and how much will be charged per pupil, the Head Teacher consider the cost of the activity as well as the school's finances.
3. The school office is responsible for all administration connected with the activities, and collecting payments where required. All communication with parents from the school office will be in line with the Offsite Activities Policy.

Chargeable activities and non-chargeable activities

1. The school can charge for the provision of the certain activities, but may not make a profit from the charge. Therefore, charges will be calculated by dividing the cost of the activity by the number of pupils taking part in the activity. Participation in these activities is subject to parents paying the charge.
2. Chargeable activities include:
 - a. Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
 - b. Music and vocal tuition, provided at the parent's request;
 - c. Optional extras (see below);
3. Optional Extras are activities which take place outside of school time and are not part of the national curriculum, or part of religious education. Charges can be made for these activities, which include:
 - a. Board and lodging for a pupil on a residential visit during school time; and

- b. Pre-school and after-school clubs.
4. Non-Chargeable activities include:
- a. Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
 - b. 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;
 - c. Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent; and
 - d. Transport provided in connection with an educational visit.

Remissions

1. Parents whose children are entitled to Free School Meals¹ are exempt from paying the costs of board and lodging on residential visits.
2. Where activities are chargeable, there may be circumstances where the charge will be reduced in whole, or in part, for parents whose children are in receipt of free school meals. Any activity which may attract reduction in charges will be decided by the Head Teacher on a case by case basis.

Charges vs voluntary contributions

1. Charges are designed to cover the cost to the school of activities that the school is not required to provide. The school may not make a profit from these charges, and will calculate the charge by dividing the total cost of the activity by the number of pupils taking part.
2. Where activities are chargeable, children are not entitled to participate if the charge has not been paid.
3. Voluntary contributions are entirely separate from charges and may be requested towards the cost of any activity which takes place during school hours, school equipment, or school funds generally. For example, a voluntary contribution may be required to obtain a higher standard
4. Where a voluntary contribution is requested, the school will not prevent any child whose parents are unable or unwilling to contribute, from participating in the activity. However, if insufficient funds are raised to cover the cost of the activity, it may be cancelled.

¹ Free school meals is intended as shorthand for the list of benefits at s457(4) Education Act 1996

5. Examples of activities requiring voluntary contributions include, but are not limited to, the cost of plays, and the cost of transport for swimming.

Charging for damages

1. The cost of replacing items of school property (including, but not limited to books and furniture) which are damaged or destroyed by a pupil's reckless or deliberate action, will be charged to parents. This 'charge' is entirely separate from the statutory charging policy. The Headteacher will deal with such incidents on a case by case basis.

External activities

1. Some outside agencies, such as Berkshire Maestros, and Tennis Lessons are not part of the school's provision of education and are run entirely by the outside agency, the school has no say in the charging of these activities.

Further Guidance

1. Further guidance may be found at:
 - a. Section 7.5 of the Governors Handbook
 - b. DfE guidance "Charging for School Activities", dated October 2014
 - c. Sections 449-462 Education Act 1996