



Shoreham Village School

Charging Policy

Ratified by Governing Body

Signed:

Chair of Governors

Date: Jan 2024

To be reviewed: Jan 2025

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Charging Policy

Purpose:

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

Rationale

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which complements the information given in chapter 23 of 'A Guide to the Law for School Governors'.

Aims

The aims of the charging policy are to:

- Maintain the right to free school education
- Enable all pupils to take full advantage of the activities provided by the school

Objectives

The objectives of the charging policy are:

- To ensure that activities offered in school time should be available to all pupils regardless of their parent / carer's ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To determine which charges will be remitted for parents / carers experiencing hardship
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- To ensure that the responsibilities for the charging policy are clearly and appropriately allocated to ensure that the operation of the policy charging and remissions policy is systematically reviewed and the findings acted upon.

Policy Statement for activities during school hours

It is the policy of the governing body:

- To levy a charge for ingredients or materials in practical subjects if the parents / carers indicate at the beginning of each school year that they wish to keep the finished product
- To levy a charge for the provision of music tuition to pupils, either individually or in groups of four or less except where it is provided to fulfill any requirements specified in the syllabus for a prescribed public examination; or specifically to fulfill statutory duties relating to the National Curriculum
- To levy a charge for the board and lodging element of a residential activity.

Where the trip takes place wholly or mainly during school hours, parents/carers who make representation to the school for their need for financial support will be entitled to the remission of these charges. Cases will be heard in confidence by the Headteacher and dealt with on an individual basis.

For activities outside school hours

- To levy a charge for all activities provided outside school with the following exceptions
- No charge will be made if the activity is an essential part of the basic curriculum Education outside school hours other than education which is an essential part of the curriculum is defined in the Education Act as an 'optional extra' and participation will be on the basis of parent / carer choice and a willingness to meet such charges as are made, and the agreement of the parents / carers is therefore an essential prerequisite for the provision of optional extras for which charges are made.

For all activities

To request voluntary contributions from all parents / carers for school activities in or out of school time, this can only be provided if there is sufficient voluntary funding.

Remission

It is the policy of the Governing body to delegate to the headteacher the determination of any individual case for remission of charges arising from the implementation of this policy.

Responsibilities

Staff organising activities must do so within the provisions of this policy.

Monitoring & evaluation

The Headteacher will monitor the implementation of the policy and provide the governing body with a financial report as part of the normal termly reconciliation of the school budget. Every three years the implementation of the policy will be evaluated and the views sought of parents, carers, pupils, teachers and governors.

During school hours

Parents / Carers may make a voluntary contribution to:

- individual music tuition except where it is provided to fulfill any requirements specified in the syllabus for public examination; or specifically to fulfill statutory duties relating to the National Curriculum
- the board and lodging element of all residential trips and visits

Outside school hours

Charges may be made for 'optional extras' defined as falling wholly or mainly outside of school hours provided that the activities are not:

- To fulfill any requirements specified in the syllabus for a prescribed public examination
- Specifically to fulfill statutory duties relating to the National Curriculum
- Specifically to fulfill statutory duties relating to religious education.

Participation in the optional extra activity is on the basis of parent / carer choice and a willingness to meet the charges.

The charges may include an element for:

- a pupil's travel costs
- materials, books, instruments and other equipment
- non-teaching staff costs
- entrance fees to museums, castles, theatres, etc
- insurance costs
- the engagement of teaching staff specifically for providing the activity and supplying such staff with travel, board and lodging, providing that if they are employed by the LA or governors.

The contract may take the form of a letter inviting the teacher to provide certain services for a specific activity taking place at a specified time, in return for payment of expenses and, where appropriate, a fee.

Charges for individual pupils may not:

- exceed the actual cost of providing the optional extra activity divided by the number of pupils willing to participate
- include an element of subsidy for pupils whose parents / carers wish them to participate but are unwilling or able to apply
- include the cost of alternative provision for pupils who do not wish to participate, where a small part of the activity take place in school hours.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Voluntary contributions

The school may seek voluntary contributions for the benefit of the school or any school activities from parents/ carers to include the costs for accompanying teachers for any school activity but:

- such contributions are genuinely voluntary and there is no obligation on a parent / carer to make any contribution
- pupils will not be treated differently according to whether or not parents / carers have made a contribution
- parents / carers will be informed of the level of contribution and whether the activity could take place if parents /carers were reluctant to support it.

There is no limit on the level of voluntary contributions sought.

The remissions policy must be kept under review by the governing body or LA by whom it was determined.