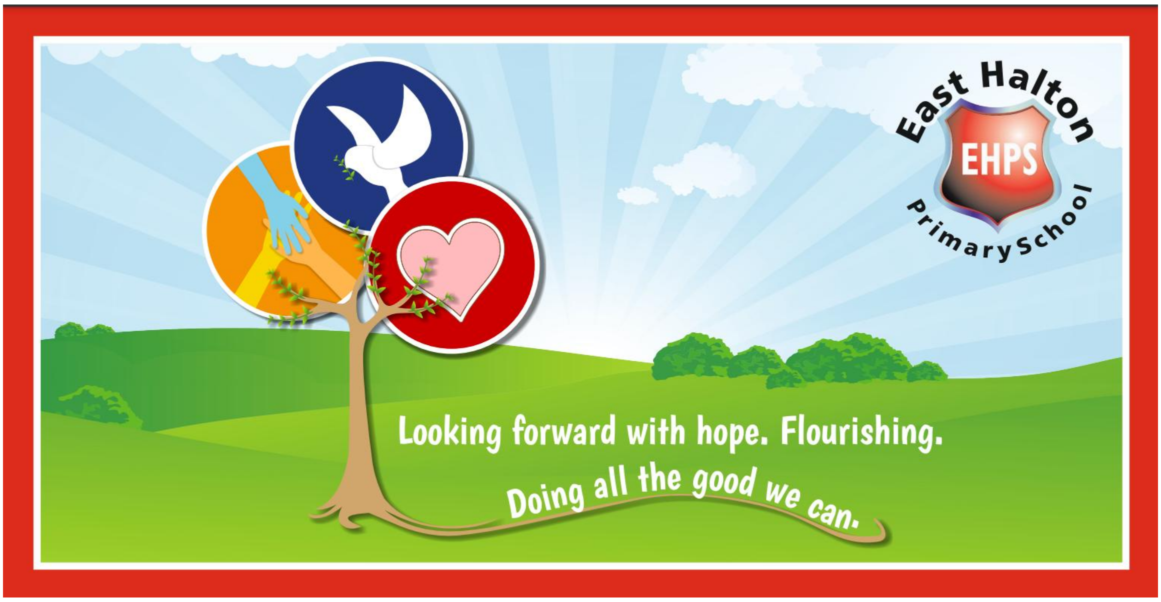
The Humber Estuary Federation



Charges and Concessions Policy

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The aim of this policy is to set out what charges should be charged for school activities, what remissions could be implemented and the circumstances under which voluntary contributions can be requested from parents.
The governing body of our Federation is responsible for determining the content of the policy and the head teacher for its implementation. Any decisions with respect to individual parents will be considered jointly by the head teacher and governing body.
The governing body should make all users aware of local safeguarding procedures, especially when the school is being let during the normal school day.
The governing body must ensure that all site users have their own safeguarding procedures in place and all staff are aware of their content. Safeguarding procedures should be equivalent to those adopted by the Local Safeguarding Children's Board (LSCB) within North Lincolnshire.

Education

Schools **cannot** charge for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum or part of religious education
- tuition for pupils learning to play musical instruments if the tuition is required as 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

Schools **can** charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him to own them
- Optional Extras. (See below)
- Music Tuition, in limited circumstances.

Voluntary Contributions

Nothing in legislation prevents a school from asking for voluntary contributions to benefit the school or any school activities. If the activity cannot be funded without voluntary contributions, the Board of Governors or head teacher should make this clear to parents at the outset. The Board of Governors or head teacher should also make it clear to parents that there is no obligation to make any contribution. It is also important to note that no child should be excluded from an activity simply because his parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a trip, then it must be cancelled.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay and

- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher. Voluntary contributions will be used to:

- To cover the cost of admissions

- To cover the cost of theatre / tickets

- To cover the cost of visits and or visitors to the school providing for example a workshop.

<u>Optional Extras</u>

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for example providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not:

a) part of the National Curriculum;

b) part of religious education.

- transport that is not required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education;

- board and lodging for a pupil on a residential trip;

- any materials, books, instruments, or equipment provided in connection with the optional extra.

- non-teaching staff;

• teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;

• 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 pupils may not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It may not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

The charge cannot exceed the actual cost of providing the optional extra or the board and lodging.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Schools can charge for:

• board and lodging, but the charge must not exceed the actual cost. When a school informs parents about a forthcoming trip, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

• 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 and their annual income does not exceed £16,190.

• Guaranteed State Pension Credit

A similar entitlement to concessions applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school trips will be.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument, for either an individual pupil or groups of up to four, provided that the teaching is not an essential part of either the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school.

The costs, or a proportion of the costs, for providing teaching staff for tuition in playing a musical instrument outside school hours can be charged, if the tuition is not part of the National Curriculum, or part
of a public examination syllabus that the pupil is being prepared for at the school. This is a permitted optional extra.

Transport

Schools cannot charge for:

• transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport

• transporting registered pupils to other premises where the Board of Governors or local education authority has arranged for pupils to be educated.

Schools can charge for:

• any other transport. This is a permitted optional extra.

Education partly inside or outside of school hours

A charge can be made for an activity if it is not part of the National Curriculum and not part of religious education.

Charges for Extended Activities

Charges are made for optional, extra activities provided outside of the school day, for example eg football club, theatre visit.

Charges are also made for extended activities provided in or around the school by, or on behalf of the governing body. These fall under the following three broad categories:

• **Educational activities**: Activities organised or commissioned by schools for the benefit of their own pupils such as study support and other enrichment activities (e.g. additional language tuition, music practice, chess club etc).

• **Non-educational activities**: Extra-curricular activities organised by schools such as the provision of childcare for school staff or recreational activities for school pupils.

• **Community programmes**: Activities organised for the benefit of the wider community, often run with or by external groups (e.g. pre-school childcare, sport, performing arts, adult education).

C**harges are made for renting or leasing part of the school premises or use of school equipment.**

The charge for individual activities currently provided on or around the school site is £25 per hour.

In implementing this policy, the school and Board of Governors should have due regard to the correct recording of income and expenditure against the delegated budget or against community focused extended school codes in accordance with the Consistent Finance Reporting (CFR) guidance.