
HOLY TRINITY C of E SCHOOL - CHARGING POLICY

Introduction

No charge can be made for admitting pupils to maintained schools (School Admissions Code 2012 – Paragraph 1.9 (n)). Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours (Governors Guide to the Law January 2012: Chapter 24 / pages 171-176- Charging for School Activities). No fee is charged for education provided outside school hours if it is part of the national curriculum.

Voluntary Contributions

The school will ask parents for a voluntary contribution towards the cost of:

- LDBS fund
- Any activity which takes place during school hours / residential trips
- School equipment / school funds generally

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make an activity possible, **and there is no way to make up the shortfall, then it must be cancelled.**

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.

School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Non-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening

Instrumental Music Lessons

A charge will be made for instrumental and vocal music tuition for up to and including four pupils, unless the tuition forms part of the National Curriculum.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of

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any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of provision, including the cost of the staff who will provide the tuition. No charge can be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989)

Other Charges

Parents may also be asked to contribute towards the cost of materials where the finished article will be taken home by the pupil.

The cost incurred by staff and parents supervising a trip will be met by school funds (limit to be agreed annually). Charges for adults will be reimbursed as below:

Year 1	5 adults	FSUN	1 adult for every 2 children
Years 2 - 6	4 adults	FSUR	1 adult for every 3 children

Parents will be asked to cover the cost of any breakages and lost or destroyed property.

Parents will be asked to cover the cost of their child attending any after school club.

In every case parents will only be charged the actual cost incurred.

Residential Visits

Schools cannot charge for: -

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils of a residential visit.

Schools can charge for: -

- Board and lodging and the charge must not exceed the actual cost.

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Remissions

Where the parents of a pupil are in receipt benefits as listed below: -

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support provided under Part VI of the Immigration and asylum Act 1999
- Child Tax Credit – A recent Inland Revenue tax credit notice (TC602) showing you are not entitled to Working Tax Credit and your annual income does not exceed £16,190 (as assessed by the Inland Revenue). **Please note that anyone receiving Working Tax Credit regardless of income will not qualify.**

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- State Pension Credit, where the parent is in receipt of the guarantee credit; (from 30.4.05) and
- Income-Related Employment & Support Allowance that was introduced on 27th October 2008

The Governing Body will offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence to request the remission of charges in full or in part. Authorisation for such remission will be made by the head teacher in consultation with the Chair of Governors.

FSUN

All children of nursery age are entitled to 15 hours' free nursery education. The following top up fees apply if parents wish to send their children in 1 or 2 extra days per week:

- If parents wish to top up 1 extra day per week the cost will be £200.00 per half term, payable in advance. The cost for 2 extra days per week will be £400.00 per half term, again payable in advance
- Parents may also purchase single days at a cost of £40.00 payable in advance

Confidentiality

Every effort will be made to ensure that the names of parents who are unable to pay remains confidential and is not made known to other pupils or parents.

Please see attached for further information:-

Department for Education – Charging for school activities October 2014
Governance Handbook- November 2016

This advice will be reviewed and updated as necessary.