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	Issued: 22 February 2018
CHARGING POLICY	Review date: Spring 19
	Supersedes: 16 March 17
Approved by	FULL GOVERNING BODY/L & M COMMITTEE/HEADTEACHER

INTRODUCTION

This charging policy has been compiled in line in accordance with Sections 449-462 of the Education Act (1996) and guidance issued by the Dfe dated October 2014.

South End Junior School will inform parents on low incomes and in receipt of benefits listed below of the support available to them when being asked for contributions towards the cost of school visits:

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, with no element of Working Tax Credit, and a household income below £16,190 (as assessed by HM Revenue and Customs)
- Guarantee Element of State Pension Credit
- Universal Credit

No charge can be made unless the Governing Body of the school or Local Authority has drawn up a Charging Policy giving details of the optional extras or board and lodging that they intend to charge for, and a remissions policy. The Governing Body's policy may be more or less generous than the LA's, as long as it meets the requirements of the law. Each type of activity that can be charged for should be taken into account and an explanation of when charges will be made should be given.

Education

As schools **cannot** charge for:

- An admission application.
- 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
- Instrumental or vocal tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Examination re-sits(s) if the pupil is being prepared for the re-sit(s) at the school.

No charge will be made for any of these things.

South End Junior school will charge for

- Any materials, books, instruments, or equipment, where the child's parent wishes him or her to own them.
- Music and vocal tuition in limited circumstances (see below)
- Community Facilities

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South End Junior School will charge for the following Optional extras – see below.

Optional Extras which can be charged for

- Education provided outside of school time (see below if the activity takes place partly during school hours) that is not:
 - Part of the national curriculum
 - Part of the syllabus for prescribed public examination that the pupil is being prepared for at the school, or
 - Part of religious Education.
- Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- Materials, books instruments or equipment provided in connection with the optional extra.
- The cost of buildings and accommodation
- Non –teaching staff.
- Teaching staff engaged under contracts and services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- Cost, or an appropriate 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 will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will 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 will not 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 VISIT.

Participation in any optional extra activity will be on the basis of parental choice and 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.

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Voluntary Contributions

Voluntary contributions for the benefit of the school or any school activities may be asked for. However, if the activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. It will also be made clear that there is no obligation to make any contribution.

No child will be excluded from an activity simply because his or her parent(s)/guardian(s) are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled. This will be made clear to parents/guardians. If a parent/guardian is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The school will make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions, parents/guardians will not be made to feel pressurised into paying as it is voluntary and not compulsory. The school will not send colour coded letters to parents/guardians as a reminder to make payments, nor will it send direct debit or standing order mandates to parents/guardians when requesting contributions.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

50% discount will be offered to children whose parents are in receipt of benefits as listed earlier in this policy.

As per the regulations, the school will **not** charge if

- If the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme,
- In respect of a pupil who is looked after by a local authority (within the meaning of Section 22(l) of the Children Act 1989).

Transport

Schools cannot and will not charge for:-

- Transporting registered pupils to or from the school premises where the LA has a statutory obligation to provide transport,

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- Transporting registered pupils to other premises where the Governing Body or LA has arranged for pupils to be educated,
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school,
- Transport provided in connection with an educational visit.

Residential Visits

The school cannot and will not charge for

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place out of school hours if it part of the National Curriculum, syllabus for a prescribed public exam that the pupil is being prepared for, or part of religious education,
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on residential visits.

The charge for board and lodging and charges will not exceed the actual cost. We will inform parents about forthcoming visits and that the parents in receipt of benefits listed earlier in this policy, will be exempt from paying the cost of board and lodging. if the trip takes place wholly or mainly during school hours.

The school will seek voluntary contributions to cover the cost of activities provided on the residential trip and transport costs. Whilst pupils will not be treated differently according to whether or not their parents agree to make a contribution, parents will be asked to give their agreement to these contributions prior to any deposits being paid. If in the event the contributions are not enough to cover the event/trip the school reserves the right to cancel it.

Education Partly during school hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

When an activity takes place partly during and partly outside of school hours the following calculations will be deemed to determine whether the activity is deemed to take place during or after school hours:-

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.

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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.

Residential Visits

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.

Example 1: Visit during school hours

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Visit outside school hours

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the L & M Excellence Committee taking into account advice by the Local Authority (see the NCC Financial Management Handbook Section 6 – Hire of Education Premises). However, the Business Manager has authority to amend these charges, using professional judgement during the year.

Miscellaneous Charges

The Headteacher, L & M Excellence Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report. If parents have issues concerning any charges levied

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this must be communicated in writing to the Chair of Governors or Head teacher for consideration.

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1. REMISSIONS POLICY

The Remissions Policy must set out any circumstances in which the school or Local Authority propose to remit (wholly or partly) any charges which would otherwise be payable to them in accordance with the charging policy.

2.1 If the parent/guardian of the pupil is in receipt of

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, with no element of Working Tax Credit, and a household income below £16,190 (as assessed by HM Revenue and Customs)
- Working Tax Credit run-on
- Universal Credit

a) charges in respect of board and lodging will be remitted in full

b) charges for music tuition will be discounted by 50%.

2.2 The Headteacher, Business Manager, L & M Excellence Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

2.3 The Headteacher, Business Manager, L & M Excellence Committee or Governing Body may decide not to levy or to vary from the charges below in respect of a particular activity if it feels it is reasonable in the circumstances. (*This is the case for SRFC – see charges below for this*).

2.4 The Headteacher, Business Manager, L & M Excellence Committee or Governing Body will consider not to levy or to vary from the charges below in respect of organisations that provide “After School Clubs” that benefit the pupils of South End Junior and/or Infant School.

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1. TABLE OF CHARGES

ACTIVITY	CHARGE	REMISSION
Residential Visits	Cost of board and lodging plus voluntary contribution for remainder, although trip will not take place if voluntary contributions are not received.	Yes – 2.1 and 2.2
Trips during school day	Voluntary contributions provided trip is linked to education. Charge at cost if trip is not linked to education.	Yes – 2.1 and 2.2 Yes - 2.2
Activities out of school hours	Charge at cost, unless activity is part of National Curriculum or RE	Yes – 2.2
Polling	As per NCC guidelines	NA
Transport	At cost	Yes – 2.2
Music Tuition	At cost	Yes 2.1 and 2.2.
Wilful damage, neglect or loss of school property, property of third party where the cost has been recharged to the school.	Cost of replacement or repair. Cap will be considered.	Yes 2.2 and 2.3 (see 1.9)
Materials, books or equipment that the parent wishes the pupil to own.	At cost	Yes 2.2
Regular Lettings:		
Hall	£34.00 for first hour, then £5.60 per hour Plus £5.60 if chairs are to be put out or away Plus £5.60 if floor needs cleaning following the event Deposits and cancellation fees apply – see Letting Policy	Yes – 2.3 and 2.4
Arts Hub	£25.50 for first hour, then £5.00 per hour Plus £5.10 if floor needs cleaning following the event Deposits and cancellation fees apply – see Letting Policy	Yes – 2.3 and 2.4
Classroom	£25.50 flat Plus £5.10 if classroom needs cleaning following the event. Deposits and cancellation fees apply – see Letting Policy	Yes – 2.3 and 2.4
Weekend Lettings	Charge as above plus fee for weekend caretaker letting rate..	
Bank Holiday Lettings	Charge as above plus extra fee for B Hol Caretaker letting rate.	
Field	To be agreed at the time of hire, taking into account the activity & time of year (ie grounds maintenance of field) Deposits and cancellation fees apply – see Letting Policy	Yes – 2.3 and 2.4
<u>SRFC</u> Matches	£12 per match (£2 of which is VAT) plus letting fee	Yes – 2.3
Caravan Rallies	£80 for hall plus £5.60 per van per night Deposits and cancellation fees apply – see Letting Policy (Caravan Clubs that book more than a year in advance will have the price honored that is quoted on the booking form at the time of their booking.)	Yes – 2.3

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One-Off Lettings:		
Hall	To be decided at the time of booking by the Business Manager. Deposits and cancellation fees apply – see Letting Policy	Yes – 2.3 and 2.4
Field	To be decided at the time of booking by the Business Manager. Deposits and cancellation fees apply – see Letting Policy	Yes 2.3 and 2.4
<i>VAT will be charged in accordance with VAT Section of NCC Financial Management Handbook</i>		