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	Issued: 4 March 2020
Charging Policy	Review date: Spring 2020
	Supersedes: None
Approved by	FULL GOVERNING BODY/L & M COMMITTEE/HEADTEACHER

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1. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

2. Definitions

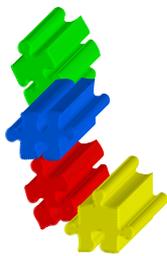
- › **Charge:** a fee payable for specifically defined activities
- › **Remission:** the cancellation of a charge which would normally be payable

3. Where charges cannot be made

Below we set out what we **cannot** charge for:

3.1 Education

- › Admission applications
- › 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 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
- › Entry for a prescribed public examination if the pupil has been prepared for it at the school



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- › Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

3.2 Transport

- › Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- › Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- › Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- › Transport provided in connection with an educational visit

3.3 Residential visits

- › 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

4. Where charges can be made

Below we set out what we **can** charge for:

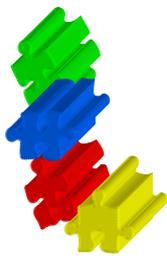
4.1 Education

- › Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- › Optional extras (see below)
- › Music and vocal tuition, in limited circumstances
- › Certain early years provision
- › Community facilities

4.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- › Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school



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- Religious education

- › Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- › Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- › Board and lodging for a pupil on a residential visit
- › Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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

- › Any 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 for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- › The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

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 visit.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

4.3 Music tuition

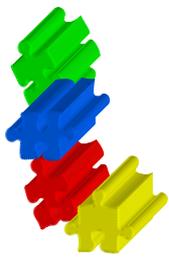
Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- › If the teaching is an essential part of the national curriculum
- › If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- › For a pupil who is looked after by a local authority

(See Remissions Section 7).



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4.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. (See Remissions Section 7).

5. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include school trips or in-house experiences.

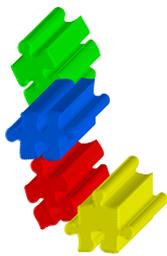
There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

6. Activities we charge for

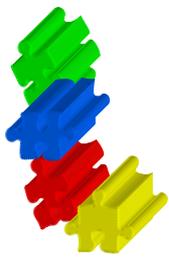
Any activities that the school will charge for can be found in the Table of Charges below.

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 – 7.1 and 7.2
Trips during school day or in-house experiences	Voluntary contributions provided trip/activity is linked to education. Charge at cost if trip/activity is not linked to education.	Yes – 7.1 and 7.2 Yes - 7.2
Activities out of school hours	Charge at cost, unless activity is part of National Curriculum or RE	Yes – 7.2
Transport	At cost	Yes – 7.2
Music Tuition	At cost	Yes 7.1 and 7.2.
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 7.2 and 7.3 (see 1.9)
Materials, books or equipment that the parent wishes the pupil to own.	At cost	Yes 7.2



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Regular Lettings:		
Hall	£36.00 for first hour, then £5.90 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 – 7.3 and 7.4
Arts Hub	£27.00 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 – 7.3 and 7.4
Classroom	£25.50 flat Plus £5.10 if classroom needs cleaning following the event. Deposits and cancellation fees apply – see Letting Policy	Yes – 7.3 and 7.4
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 – 7.3 and 7.4
Caravan Rallies	£100 for hall plus £5.75 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 – 7.3
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 – 7.3 and 7.4
Field	To be decided at the time of booking by the Business Manager. Deposits and cancellation fees apply – see Letting Policy	Yes 7.3 and 7.4
<i>VAT will be charged in accordance with VAT Section of NCC Financial Management Handbook</i>		



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7. Remissions

In some circumstances the school may not charge for items or activities set out in sections 4 and 6 of this policy.

7.1 Parents who can prove they are in receipt of any of the following benefits:

- › Income Support
- › Income-based Jobseeker's Allowance
- › Income-related Employment and Support Allowance
- › Support under part VI of the Immigration and Asylum Act 1999
- › The guaranteed element of Pension Credit
- › Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- › Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- › Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)
 - a) will be exempt from paying the cost of board and lodging for residential visits. When the school informs parents/carers about a forthcoming visit, they will make it clear that parents/carers who can prove they are in receipt of these benefits will be exempt from paying the cost of board and lodging.
 - b) will have charges for music tuition discounted by 50%.

7.2 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.

7.3 The Headteacher, Business Manager, L & M Excellence Committee or Governing Body may decide not to levy, or to vary from, charges in respect of a particular activity if it feels it is reasonable in the circumstances.

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