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# Frogwell Primary School (2018 – 2020)

## Charging Policy

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### Rationale

The Governing Body of Frogwell Primary School recognises that in order to provide a broad and balanced curriculum for our pupils, a range of activities such as trips and clubs should be encouraged as contributors of valuable experience.

The Governing Body recognises the principles stated in Sections 449-462 of the Education Act 1996 and how charging for school activities in schools maintained by local authorities in England should be free of charge.

There are, however, a number of matters concerning charging which are discretionary. This policy is formulated in order to clarify and give guidelines on the situation relating to charging for school activities.

### Charges

The governors at Frogwell Primary School can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him to own them, (this would include cooking ingredients and components for certain Design and Technology projects)
- Optional extras (see below); and
- Music and vocal tuition, in limited circumstances (see page 4).

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 providing materials, books, instruments, or equipment. **Optional extras are:**

- Education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - c) 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.

Where optional extras are charged for the school will make this explicit to parents.

In 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;
- 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; and
- 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 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.

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. No charge will 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 a willingness to meet the charges. Parental agreement will always be sought as a pre-requisite for the optional extra where charges will be made.

The governing bodies **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<sup>1</sup>, 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;
- 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, or part of religious education;

### **Residential Visits**

The governors at Frogwell Primary School 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; and
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools **can** charge for:

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

(See Appendix 1 for definitions relating to residential visits)

### **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 governing body or local education authority 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; and
- Transport provided in connection with an educational visit.

### **Voluntary Contributions**

Requests may be made for parents to make voluntary contributions towards the costs of some activities taking place during school hours. The Governing Body and Head Teacher will make it clear to parents at the outset if the activity cannot be funded without voluntary contributions and that if contributions do not cover the cost to the school the trip will be cancelled.

They will also ensure that:

- There is no obligation to contribute
- There will be no differentiation in the treatment of pupils according to whether or not their parents have made a contribution.

A confidential record will be kept of any contributions made, to safeguard the staff dealing with the money, but will be destroyed when the activity has been completed. A general follow up letter may be sent out, that serves as a reminder to parents who may have overlooked or not received the first request for a voluntary contribution.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. When

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<sup>1</sup> It should be noted that ‘part of the National Curriculum’ is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum ‘inclusion statement’ (e.g. developing teamwork skills).

making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and **not compulsory**.

The school will assess following the receipt of all voluntary contributions whether there have been sufficient contributions to allow the school to supplement shortfalls and allow the trip to go ahead. Where insufficient contributions have been received the trip will be cancelled. This decision will be made by the head teacher and class teacher in the second week before the visit. The only change to this ruling will be if the school will lose money due to cancellation charges in which case the decision will be made within an organisations cancellation period.

### **Exemptions**

When a Frogwell Primary School informs parents about a forthcoming visit, it will make it clear that parents who can prove they are in receipt of the following benefits will be exempt from charges but that voluntary contributions will be gratefully received.

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA) and Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16190;
- The guarantee element of State Pension Credit; and
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit, provided they have an annual net earned income not exceeding £7,400 (£616.67 per month)

### **Remissions**

In cases of family hardship, which make it difficult for pupils to take part in activities for which a charge is made, parents may apply in confidence for the remission and charges in part or in full (Appendix 2). Authorisation of remission will be made by the head teacher with the chair of governors being advised retrospectively.

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Guidance about these changes to the charging regulations can be viewed at:

<https://media.education.gov.uk/assets/files/pdf/g/guidance%20charging%20regulations%20for%20music%20tuition%20-%20july%2007.pdf>

Charges may only be made 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 (Wider Opportunities).

**Dec 2018**

**Next Review:** September 2020

**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.

**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.

**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.

**Frogwell Primary School – Payment subsidy application**

This form should be used to make applications to Frogwell Primary School for subsidy towards school trips and visits.

<b>Name of child</b>	
<b>Year Group</b>	
<b>Date of Birth</b>	
<b>Class</b>	

<b>Please specify event/activity you wish to be subsidised.</b>	
<b>Please specify the amount you wish to be subsidised.</b>	<b>£</b>
<b>Reason for application (please give as much detail as possible).</b>	
<b>Signed .....</b> <b>Print Name.....</b> <b>Date.....</b>	

For Office use only

<b>Application approved</b>	Yes	No	Signed..... Date..... (Head Teacher)
<b>Funding granted</b> (amount granted)	£		Signed..... Date..... (Supporting Officer)