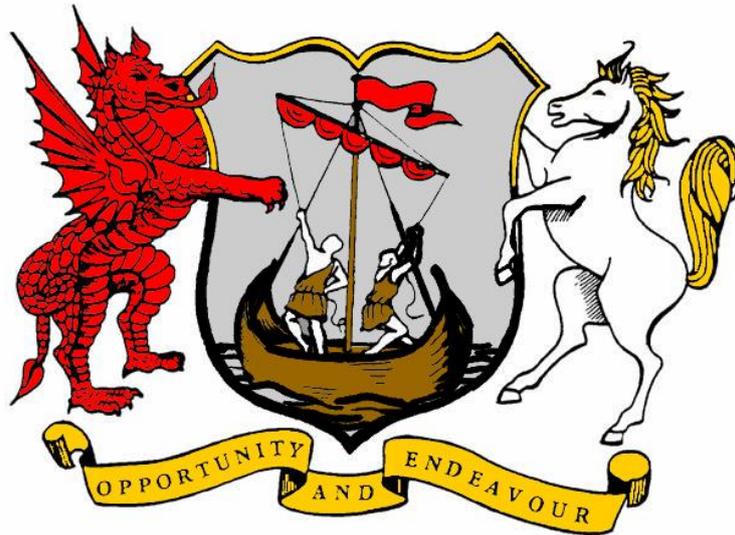


HAYGROVE SCHOOL



Charging Policy

DATE: January 2012

POSTHOLDER RESPONSIBLE: Business Manager

GOVERNORS COMMITTEE: Human Resources

DATE SENT TO HR COMMITTEE: 17 January 2012

DATE SENT TO FULL GOVERNORS FOR RATIFICATION: 31 January 2012

CHARGING POLICY

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England

The Governing Body has adopted the following Statement of Policy:

The Act gives LAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

The School will not charge for the following:

- 1) An admission application to the school;
- 2) Education provided within normal school hours. School hours are when the school is actually in session; they do not include the lunch-time break.
- 3) Education provided outside normal 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;
- 4) A prescribed public examination prepared by the school except where the pupil, without a valid reason, fails to attend or meet the requirements of the examination (e.g. failure to complete coursework or a project).
 - the school has not prepared the pupil to take an earlier exam
- 5) The board and lodging element of residential courses where the parents are able to prove they are in receipt of the following benefits:
 - Income Support(IS)
 - Employment Support Allowance (Income related)
 - Income-based Job Seekers Allowance (IBJSA)
 - Guaranteed Element of State Pension Credit.
 - Support under Part VI of the Immigration and Asylum Act 1999
 - **Child Tax Credit without Working Tax Credit with an annual taxable income (as assessed by HMR&C) of less than £16,190.**
- 6) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
- 7) Transport provided in connection with an educational visit that occurs within school time.

The School will charge for:

- 1) Any materials, books, instruments, or equipment, where the pupil's parent wishes him/her to own them.
- 2) Optional extras and educational activities taking place outside school hours.

- 3) Music and vocal tuition, whether group or individual not forming part of the syllabus of a prescribed examination or required by the national curriculum, provided parental agreement is obtained before the student is given the tuition.
- 4) Re-sit examinations may be charged unless the student is in receipt of Free School Meals or has suffered illness or a "life event" that caused the student to perform worse in the examination than would normally have been expected.

OPTIONAL EXTRAS

Charges will be made for 'optional extras'

The charges may include an element for:

- a) a pupil's travel costs.
- b) a pupil's board and lodging costs, except where the parents are able to prove they are in receipt of benefits (see above).
- c) materials, books, instruments and other equipment provided in connection with the optional extra.
- d) non-teaching costs.
- e) entrance fees to museums, castles, theatres, etc.
- f) insurance costs.
- g) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.
- h) the cost, for teaching staff employed to provide musical tuition, where the tuition is an optional extra.

Charges for individual pupils will not:

- i) exceed the actual cost of providing the optional extra activity (including a notional contribution to the extracurricular camp/equipment replacement fund) divided by the number of pupils willing to participate.
- ii) include an element of subsidy for pupils whose parents wish them to participate but are unwilling to pay.
- iii) include the cost of alternative provision for those pupils who do wish to participate, where a small part of the activity takes place in school hours.

Charges:

- 1) The cost of entering pupils for the Associated Board Music Examinations where they have been prepared by peripatetic instrumental staff.
- 2) The exact cost of 'optional extras' which are not a statutory part by the National Curriculum). The charge will not exceed the actual cost of the provision, a restriction that does not apply to voluntary contributions. Charges will be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching costs, any insurance and costs of engaging teaching staff specifically for the activity.
- 3) An amount to cover the cost of breakages. The governing body has adopted a policy for recovering the cost of lost, damaged or destroyed school property.

- 4) Board and lodgings for residential visits (activities which involve pupils in nights away from home), even if required by the National Curriculum. (Parents in receipt of Income Support or Working Family Tax Credit will be exempt from this charge).
- 5) Recovery of examination fees if a pupil fails to complete the examination requirements without good reason.
- 6) Re-scrutiny of examination papers.
- 7) Materials for practical work (food, DT and textiles) where parents have stated they wish to own the product.

Notes of explanation:

- 1) The school will seek contributions from parents for the benefit of the school or in support of any activity organised by the school either during or outside school hours.
- 2) Some school activities will only be possible if parents make contributions, and where this is the case, parents will be advised at the outset.
- 3) The above represents a brief summary of complex issues, and the school will always guarantee that parents are fully informed of the conditions relating to requests for financial outlay in individual cases.

This policy will be reviewed annually and updated as necessary.

Resources

The Governing Body will agree a fund within the budget to support this policy.

Responsibilities

- i) Authority for the day-to-day management of the fund will be devolved to the Headteacher.
- ii) Staff organising activities must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the Business Manager for consideration and approval.

Monitoring and Evaluation

Income and expenditure reports to the Policy and Resources Committee.