

CHARGING FOR SCHOOL ACTIVITIES POLICY

RATIONALE AND OBJECTIVES

Leicestershire County Council supports the principle of maintaining the right to free school education during school hours. Sections 449-462 of the 1996 Education Act establishes that the restrictions on charging for school activities do not in any way prohibit or restrict the Local Authority or schools from seeking voluntary contributions for the benefit of the school. Such benefits could include any school activity that takes place during or outside school hours and may be residential. The contributions must be genuinely voluntary and the terms for requests must make it clear that there is no obligation to contribute.

This school recognises the support given by parents who choose to make voluntary contributions so that the range of educational activities can be extended. It is also anticipated that some activities may be restricted or curtailed without such contributions.

Information regarding the nature of the charging policy is included in the school's prospectus.

STATEMENTS OF INTENT

- Activities that are offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to meet the costs.
- Voluntary contributions will be invited to assist with the financial cost incurred to the school relating to swimming. Contributory charges will be requested on a termly or half termly basis and will not be refunded for non attendance as the funds will have been committed.
- Contributory charges may be necessary for some optional activities, which are provided wholly or mainly out of school hours. Contributory charges that are required at the beginning of a series of sessions of an after school club will not be refunded as the funds will have been committed to provide the club.
- Voluntary contributions may be invited for the benefit of the school in organising activities for pupils' benefit, whether during or outside school hours.
- Where applicable, parents will be made aware at the planning stage that contributions are voluntary but if voluntary contributions together with available school funding do not cover the costs then the activity will be cancelled.

CHARGING IN KIND

Charges will normally be made for the following activities:

- Board and lodgings on residential visits.

- The proportionate cost for an individual child of activities wholly or mainly outside school hours (“optional extras”) to meet the costs of travel, materials and equipment, non-teaching staff costs, entrance fees and insurance costs.
- Individual tuition (or in small groups in accordance with provider and parental agreement) in the playing of an instrument.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Costs of non-prescribed examinations and preparations for examinations outside school areas.

If the costs of teachers are to be included in charges for “optional extras” they must have a contract in the form of a brief letter confirming their agreement to take part and supervise the activity on behalf of the school.

Nothing in the policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

REMISSIONS

Where the parents of a pupil are in receipt of free School Meals (FSM) the Pupil Premium (PP) is used to pay for or subsidise their contribution towards school activities, including visits and residential trips. A PP report is produced annually and placed on the school website. In other circumstances, there may be cases of family hardship, which makes it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges made of part or in full. The Headteacher in consultation with the Chair of Governors will make authorisation of remission

MUSICAL TUITION

Leicestershire Arts in Education charges schools in the Leicestershire Authority for instrumental and vocal tuition. LA schools are required to comply with current regulations for charging for such tuition. At any given time, therefore, the school will decide upon one of the following actions as prescribed by the LA:

- Pay the entire cost.
- Pay the entire cost and collect part or all of this from parents.
- Request Leicestershire Arts in Education (LAIE) to collect the entire cost directly from the parents.
- Pay part of the cost and request LAIE to collect the remainder directly from the parents.

Taking note that:

- Vocal tuition cannot be charged if taking place within school hours (excluding lunch hours).
- Musical instrument tuition can only be charged if provided to groups of no more than four or individually.
- If the tuition is required to meet the needs of the syllabus or to fulfil examinations for National Curriculum purposes.

LAIE may make their own direct charges for the above tuition categories in large groups at their discretion.

Hire of any musical instruments will not be charged by the LAIE at the present time of this policy.

MONITORING, EVALUATION AND REVIEW

The Governors working with the Headteacher will review this policy in line with the monitoring, evaluation and review framework.

REFERENCE DOCUMENTATION

This policy was prepared with reference to:

Education Act, 1996

Immigration and Asylum Act 1999 (part VI)

Education (Residential Trips)(Prescribed Tax Credits)(England)Regulations 2003 (SI 2003/381)

The Guide to the Law for School Governors, Chapter 16

DFE guidance:

<http://www.education.gov.uk/schools/leadership/governance/guidetothelaw/b0065507/gttl/charging-school-activities/charging-policies>