

Nanclendra School



Charging Policy

(This policy is based substantially on the Cornwall CSA policy drawn up in accordance with the requirements of section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002.)

Reviewed November 2016

Next review November 2018

There are four principles underlying the provisions on charging:

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that CSA's and schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. That CSA's and schools have 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 CSA is required to produce a policy on charging and governors of schools have also to state their policy, which may be more or less generous than the CSA policy providing they meet the requirements of the law.

1. The CSA Policy and Action required by Governors

The CSA recognises that there are a number of activities which will only take place if parental contributions are available but it stresses that no child should be excluded from any activity organised by the school because of the liability or unwillingness of their parents to pay such a contribution.

2. Optional visits wholly or mainly outside school hours

It is the intention of the CSA to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals and, if desired, a sum of money to enable some pupils to go on the visit without payment, or to cover teachers' travel costs, where a separate contract is issued.

Governors will set aside monies to cover the cost for those parents who wish their child to go on the visit but who are unable or unwilling to pay. These monies may be from the school's funds i.e., for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities).

3. Visits wholly or mainly during school hours

It is the intention of the CSA to invite voluntary contributions toward the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs.

Governors will set aside monies to cover the cost for those parents who wish their child to go on the visit but who are unable or unwilling to make a voluntary contribution. (i.e., for educational

activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities)

4. Board and lodging charges on residential visits

It is the intention of the CSA to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours, or if out of school hours, provided as part of the syllabus for a prescribed public examination or required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

Where the parents are in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £15,575), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance, the board and lodging charges must be remitted, and this cost will have to be met from within the school's funds i.e., for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities).

The costs of transport, insurance, admission charges, etc. incurred during residential trips may not, however, be charged, although voluntary contributions may, of course, be requested and could become a necessary prerequisite for the visit taking place.

Governors accept that the restriction on charging and of the fact that a child may not be prevented from going on a visit during school hours if the parents are unwilling or unable to make a voluntary contribution to expenses other than for board and lodging may lead to certain visits becoming unviable.

5. Individual tuition in the playing of a musical instrument

It is not the intention of the CSA to charge for such tuition where it is provided by CSA employed schools' staff, whether in or out of school hours. However where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge may be made to pupils concerned.

6. Resits of prescribed public examinations where no further preparation has been provided by the school

It is the intention of the CSA to charge the full cost of the re-sit.

7. Entry to examinations which are not prescribed in regulations issued by the Secretary of State

It is the intention of the CSA to charge the full cost of the entry.

8. Charges for ingredients, materials and equipment

Schools must be prepared to provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents who are willing to contribute in cash, or in kind, will be encouraged to do so on a voluntary basis. The school will charge for, or invite parents to supply, ingredients, materials and equipment if parents have indicated in advance a wish to own the finished product.

9. Charges for breakages and fines

Governors will ask parents to pay for damage to equipment or property caused by their child if the damage is caused as a result of a breach of the **school's discipline policy** .

10. Recovery of unpaid charges

Sums payable by parents for wasted examination fees, for optional extras to which they had agreed, or for board and lodging, are recoverable as civil debts. To avoid this course of action Governors will request payment in advance of all voluntary contributions or permissible charges for board and lodging and trips undertaken outside school hours.

Communications with parents

The CSA has provided schools examples of **3 model letters** (see appendices) and one additional contract for teachers, which are recommended for use when advising parents about school visits and engaging teachers to provide supervision. The wording will naturally change if governors adopt a policy of meeting the cost of visits for pupils whose parents are unable or unwilling to make a voluntary payment and which could not otherwise proceed (i.e., for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities)).

The cost of providing for pupils who choose not to go on a visit which takes place partly in school time must be met by the school or be included in the voluntary payment by parents of children participating in the visit and may be included as part of a charge for board and lodging.

SUMMARY

Summary of the main points of the CSA Policy on Charging

There are four principles underlying the provisions on charging:

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that CSA's and schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. That CSA's and schools have 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.

Summary of main points

1. Optional trips wholly or mainly (as defined in the Circular) outside school hours will be charged at full cost.
2. Trips wholly or mainly (as defined in the Circular) during school hours may be funded by voluntary contributions. NO child may be excluded from such a trip because the parents are unable or unwilling to pay a voluntary contribution.
3. Board and lodging costs on residential trips will be charged except to those parents in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £15,575), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance.

4. Individual tuition in the playing of a musical instrument by a teacher employed by the CSA in or out of school hours will not be charged for. However where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge may be made to pupils concerned.

5. Re-sits of prescribed examinations where no further preparation has been provided by the school will be charged for.

6. Entry to examinations which are not prescribed in regulations issued by the Secretary of State will be charged for.

7. Schools may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish in advance to have the finished product.

8. Schools may make charges for breakages and damage to property.

9. Governors may make provision through voluntary contributions for costs incurred by the children or parents who are unable or unwilling to make a voluntary contribution

Definitions

The most important definition concerns whether an activity takes places within, or out of, school hours.

If the number of school sessions missed by the pupils is less than 50% of the number of half days taken up by the activity, the activity is deemed to take place outside school hours. If the number of school sessions is 50% or more of the number of half days, the activity is deemed to take place during school hours.

Numbers of half days, or of school sessions, are to be rounded up as follows:

Where 6 or more hours in a half day is spent on a residential visit the whole of that half day counts as having been spent on the visit; where half or more of a school session is devoted to a residential visit the entire session counts as having been spent on the visit.

Please note that since April 2003, pupils of families in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,190 (April 2011)), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance are covered by the CSA's charging policy.

Reviewed November 2014

Signed _____ (chair of governors) Date _____

APPENDIX 1

Proposed Visit to

I am writing to let you know that we are planning a school visit which your son/daughter may be involved in. The visit is to (insert destination) and will take place on/between (insert dates). The estimated cost for each child is £ (insert cost) and this includes the cost of travel /admission charges.

The Education Act, 1996 allows the school to request a voluntary contribution for these costs.

As the school does not have the funds to cover the costs of travel/admission charges, I must ask **all** parents to make a voluntary contribution to cover them. Should all the other parents of pupils wishing to go on the visit be willing to make a voluntary contribution, I will be writing to you again with a request for your contribution before making firm arrangements. Without this financial support, I regret that the visit will not take place.

I would be grateful if you could complete the tear-off slip below to indicate if you will make a voluntary contribution and return it to the school as soon as possible.

Please return to (teacher/headteacher) by (insert date).

Name of Pupil..... Class/Form/Tutor Group.....

Proposed Visit to.....

I am willing/not willing* to make a voluntary contribution of £..... to cover the travel/admission costs involved.

*Delete as appropriate.

APPENDIX 2

Proposed Visit to.....

I am writing to let you know that we are planning a school visit which your son/daughter may be involved in. The visit is to (insert destination) and will take place on/between (insert dates). The estimated cost for each child is £ (insert cost) and this includes the cost of travel/board and lodgings/admission charges.

Section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002 permits the school to make a charge only for the board and lodgings costs for this visit unless you receive one of these benefits: income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £15,575), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance. Should you receive one of these, you may not have to pay the board and lodgings charge and this can be checked after you complete and return the attached tear-off slip.

As the school does not have the funds to cover the costs of travel/admission charges, I must ask **all** parents to make a voluntary contribution to cover these costs. Should all the other parents of pupils wishing to go on the visit be willing to cover the costs involved, including voluntary contributions where appropriate, I will be writing to you again with a request for your contribution before making firm arrangements. Without this financial support, I regret that the visit will not take place.

I would be grateful if you could complete the tear-off slip and return it to the school as soon as possible.

Please return to (teacher/headteacher) by (insert date).

Name of Pupil..... Class/Form/Tutor Group.....

Proposed Visit to.....

I am willing/not willing* to pay in advance the board and lodgings charge of £ (insert amount) for the above visit.

I am/am not* eligible for remission of the board and lodgings charge.

I am willing/not willing* to make a voluntary contribution of £..... to cover the travel/admission costs involved.

*Delete as appropriate.

APPENDIX 3

Proposed Visit to.....

I am writing to let you know that we are planning a school visit which your son/daughter may be involved in. The visit is to (insert destination) and will take place on/between (insert dates). The estimated cost for each child is £ (insert cost) and this includes the cost of travel/board/lodgings/admission/staffing charges.

The Education Act, 1996 allows the school to make a charge for this visit as it will take place wholly or mainly outside normal school hours and because it is outside the conditions put in place by this Act, namely

- It is not an activity required to fulfil any public examination requirement
- It is not an activity required to fulfil the national curriculum
- It is not an activity required to fulfil religious education

As the school does not have the funds to cover the costs of travel/admission charges, I must ask **all** parents to make a payment to cover the costs involved. Should all the parents of pupils wishing to go on the visit be willing to cover these costs, I will be writing to you again with a request for your payment before making firm arrangements. Without this financial support, I regret that the visit will not take place.

I would be grateful if you could complete the tear-off slip below to indicate your willingness to pay the costs and return it to the school as soon as possible.

Please return to (teacher/headteacher) by (insert date).

Name of Pupil..... Class/Form/Tutor Group.....

Proposed Visit to.....

I am willing/not willing* to pay in advance a payment of £..... for the above visit.

*Delete as appropriate.