

## **GLEBELANDS SCHOOL CHARGING POLICY 2016/18**

### **Rationale**

It is the Governors responsibility to provide clear guidance to staff and parents on the charges the school may make of parents/students. The implementation of the policy is the responsibility of the Headteacher.

### **Purpose**

Under Sections 449 – 462 of the Education Act 1996, school governing bodies and local authorities **cannot** charge for:

- an admission application to any maintained school;
- 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, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- tuition for students 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 student is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the school; and
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the student's parent wishes him/her to own them;
- optional extras; and
- music and vocal tuition, in limited circumstances.

**This policy sets out how Glebelands School will charge for, or otherwise fund school activities.**

## **Glebelands School will charge for:**

### **Optional extras:**

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
  - c) part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- transport that is not required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education; and
- board and lodging for a student on a residential visit.

In calculating the cost of optional extras an amount will 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 students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Whilst the charge will reflect the best possible estimate of the total charge divided by the number of participating students, should any surplus be made this will be refunded if it exceeds £5 on a day trip or 5% of the cost of a residential visit. Surpluses less than this will be used to help the school to defray the administrative costs of the trip.

Furthermore 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 students 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 students 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 is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Glebelands School will ask for Voluntary Contributions to cover the costs of:**

- Trips undertaken wholly or mainly during school time as part of the National Curriculum. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset and whilst there is no obligation for a parent to make a voluntary contribution, the trip will be cancelled if there is insufficient contribution to enable it to go ahead.  
No student will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled.
- Supply staff engaged by the school to ensure continuity of provision for those remaining in school, when the class teacher is out of school on a school trip.
- Transport to and from Work Experience placements and Increased Flexibility courses, usually by payment of public transport costs.

### **Residential Visits, which are part of the Curriculum**

Glebelands School will charge for board and lodging; the charge will not exceed the actual cost.

This charge will not be payable by those students eligible for free school meals.

### **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 allowing charges to be made for teaching either an individual student 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. 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 student(s)

## **Transport**

Glebelands School will not make mandatory charges for:

- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises during the school day, where the governing body or local education authority has arranged for students to be educated;
- transport that enables a student 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.

## **Points of Clarification**

### *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 student 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 students 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.

### *Breakages and fines*

The school will ask parents to pay for the cost of replacing or repairing broken windows, door or other furniture, text books or school equipment where the damage is as a result of student misbehaviour.

### *Public Examinations*

The school will pay for all public examination entries, where the examination entry is required by the school.

Parents will be required to repay the school when students fail to complete the required coursework or fail to attend the examination for other than certified medical reasons.

### *Lockers*

Lockers are provided as an optional extra and the school rents them to students at their request.

### *Oversubscription of a trip*

Where the trip is a required part of the school curriculum, there will be adequate places for all students to take part in the visit.

Where the school organises a trip as an Optional extra there may be a limited number of places. The school will publish a date by when all applications for the trip must be received. At this time, should the number of applicants exceed the number of places, a ballot will be undertaken to fill the available places.

### *Headteacher's discretion*

Whenever a parent finds they are unable to meet the cost of a trip, they will be encouraged to speak to the organiser, Head of Achievement or senior member of staff to ascertain whether or not the school can provide assistance. The final decision in such matters is made by the Headteacher.

## **Monitoring and Evaluation**

The Governing Body will monitor the operation of this policy, and will receive an annual report from the Headteacher on: use made of funds to support charges to students from low income families; the use of school funds to make up a shortfall in voluntary contributions for educational visits and the number of times that visits have been cancelled because insufficient contributions were received.

## **Appendices**

Decision flowchart: Can we charge for this trip, visit or activity?

Decision flowchart: Residential visits

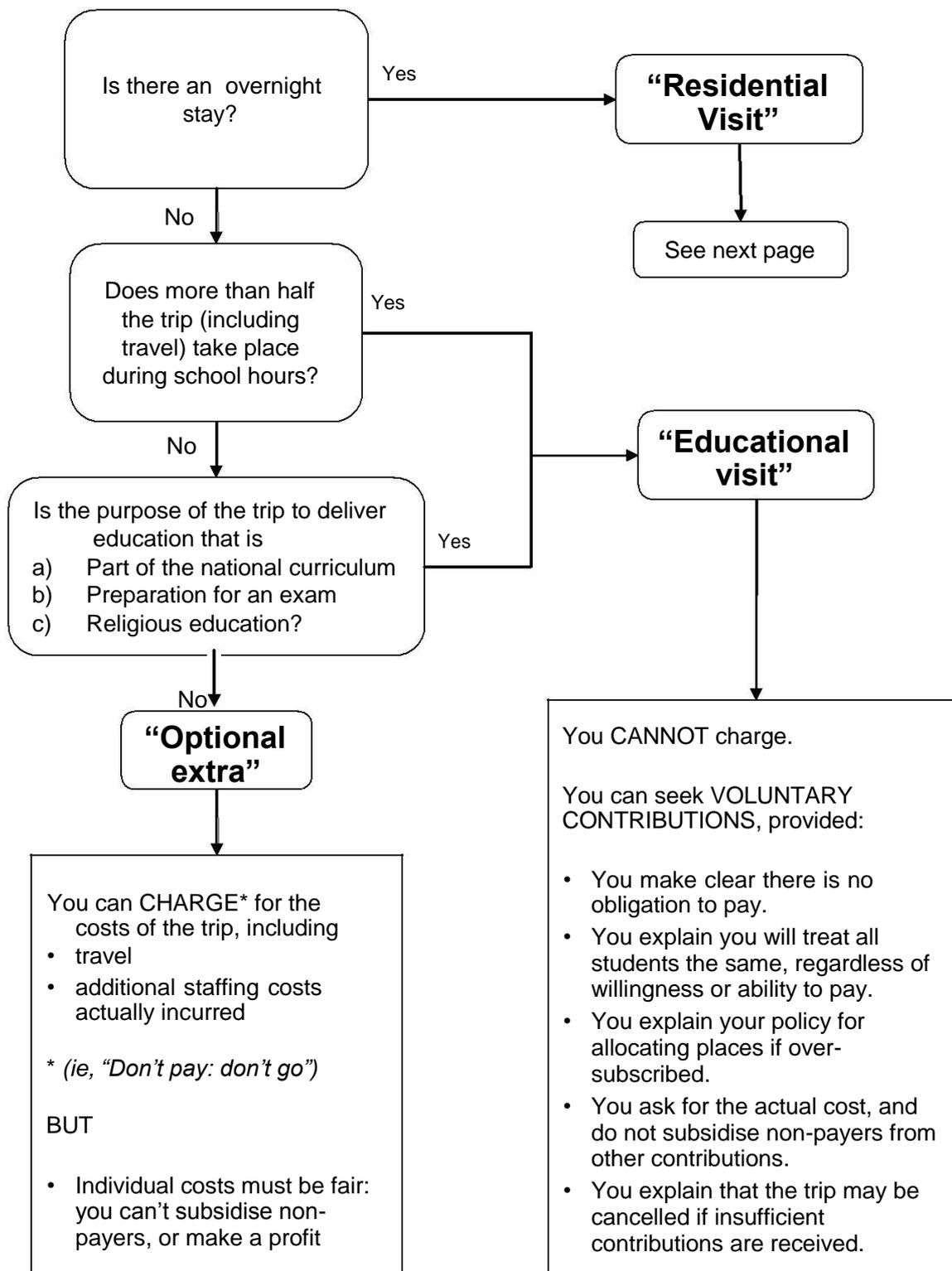
## **Review: In Line with SCC Scheme for Schools**

Review Date: January 2017

Date of Next Review: January 2019

## APPENDICIES

## Can we charge for this trip, visit or activity?



# Residential Visits

