



Charging Policy

Accepted by Governors	May 2012
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This policy is 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.

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 schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. That 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.

There are a number of activities which will only take place if parental contributions are available but 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.

1. Optional visits wholly or mainly outside school hours

It is the intention of the Governing Body 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.

These visits will proceed only if all those who wish to go pay the full costs, unless alternative funding can be sourced by the school in order to assist all children who wish to attend the activity.

2. Visits wholly or mainly during school hours

It is the intention of the Governing Body 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.

These visits will proceed only if all those who wish to go pay the full costs, unless alternative funding can be sourced by the school in order to assist all children who wish to attend the activity. Children will not be individually prohibited from attending a trip, visit or activity because of an inability or unwillingness on the part of the parent/carer to make a contribution. However, the school reserves the right to cancel such activities where insufficient voluntary contributions are made and alternative funding is unavailable.

3. Board and lodging charges on residential visits

It is the intention of the Governing Body 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.

The costs of transport, insurance, admission charges, etc. incurred during residential trips will need to be met through voluntary contributions and are likely to be a prerequisite for the visit taking place. If the parents are unwilling or unable to make a voluntary contribution to expenses other than for board and lodging this may lead to

certain visits becoming unviable and Governors reserve the right to cancel these trips, visits and activities.

4. Individual tuition in the playing of a musical instrument

It is not the intention of the Governors to charge for such tuition where it is provided by LA 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.

5. Charges for ingredients, materials and equipment

Where ingredients, materials or equipment are required for particular lessons or activities the school may ask for a voluntary contribution towards the cost of these, or for the materials to be provided. Where parents are unable or unwilling to make this contribution their child will not be individually excluded from the activity. However, where insufficient voluntary contributions are available the school reserves the right to deem the activity or lesson unviable and to withdraw the provision.

6. Charges for breakages and fines

The Governing Body reserves the right to ask parents to pay for damage to equipment or property caused by their child. This is unlikely to be applied unless the damage was caused through willful or deliberate action or behaviour which is in breach of the St Levan School rules.

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.

Summary of main points

1. Optional trips wholly or mainly outside school hours will be charged at full cost.
2. Trips wholly or mainly 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. The school may make charges for breakages and damage to property.

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.

Charging Model Letter Residential Trips in School Time

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.....

Proposed Visit to.....

I am willing/not willing* to pay in advance the board and lodgings charge of £..... 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.

Charging Model Letter Non Residential Trips in school Time

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.

Charging Model Letter Trips Outside School Time

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.