

Charging Policy

Safeguarding Statement

Everyone at Horton Grange shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in school and;
- and identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in school.

Date adopted: November 2013
Review date: March 2016
Next review: March 2018

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Legislative background

Education Act 1996 The Education Act Sections 449-462.
99.

Further Information

Section 7.5 Governors' Handbook.

Charging for school activities (Advice for governing bodies, school leaders, school staff and local authorities) November 2013

Philosophy

We recognise the valuable contribution that the wide range of additional activities, including visits, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Aims

In conformity with the requirements section 449-462 of the Education Act 1996, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible.
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have its access to the curriculum limited by charges.
- To provide pupils with learning outside the classroom experiences which promote personal development and well-being.

The Governing Body also recognises that there is a clear distinction in charging between curriculum and non curriculum activities.

Education

By law the school **cannot** and will not charge for (see voluntary contributions section):

- admission
- 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 pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition for pupils learning individually or in groups,

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unless it is provided at the request of the pupil's parent.

- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil 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 child's parent wishes him/her to own them;
- optional extras;
- music and vocal tuition in limited circumstances;
- certain early years provision;
- community facilities.

Transport

Schools **cannot** charge for (see voluntary contribution section):

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

Optional Extras

Charges may be made by Horton Grange for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are** 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 pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
 - transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; a
 - board and lodging for a pupil on a residential visit.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not

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therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Voluntary Contributions

In line with guidance, Horton Grange will request voluntary contributions for the benefit of the school or any school activities. This applies to activities inside and outside the school day. Whilst there is no obligation for parents to make contributions, (see guidance above) in some cases it may be unlikely the visit could go ahead without contributions. Parents will be made aware of this before the visit. However, it is important to note that no child 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 the visit will be cancelled. The school will make this clear to parents within the initial visit letter.

Music Tuition

Although the law states that all education provided during school hours must be free, instrumental and vocal tuition are an exception to this rule. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made.

Charges may now be made for vocal or instrumental tuition provided either individually or in groups provided the tuition is made at the request of the child's parent. Charges may not exceed the cost of provision.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the Key Stage Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a child who is looked after by a local authority.

Residential Visits

The school **will not** charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside 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; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

Remissions

The governing body does not wish to see any child disadvantaged by virtue of the fact that their parent (s) are unable to pay. They will remit all charges otherwise payable by parents of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents meet the criteria set out below. If the school budget does not allow for the required funding then the visit may be cancelled.

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- Universal Credit in prescribed circumstance (to be defined when fully rolled out)
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14) or the yearly Inland Revenue assessed threshold (contact school for details)
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

Non-residential activities

If most of the time is spent during school hours then the activities count a taking place entirely within school hours and no charge will be made (other than voluntary contributions). If most of the activity is outside school and a charge will be made providing it is not part of the national curriculum.

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.

Example 1: Visit during school hours

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Visit outside school hours

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

Review, monitoring and evaluation

This policy will be reviewed in line with the school self-evaluation process or in line with new guidance.