

Policy Statement on Charging for School Activities
Brimsham Green Governing Body
(Reviewed March 2009)

Preamble

The governing body of Brimsham Green School wishes to state clearly its charging and remissions policy in the light of current legislation.

Section 1: Permissible items for charging by the LA and governing body:

- 1.1 Board and lodging on residential visits
- 1.2 Costs associated with tuition in the playing of musical instrument in or out of school hours (unless prescribed for public examinations or by the national curriculum)
- 1.3 Activities taking place wholly or mainly outside school hours (unless part of the prescribed syllabus for public examinations or the national curriculum or religious education)
- 1.4 Cost of entry for public examinations not prescribed in regulations and for preparing the pupil for such an examination outside school hours.
- 1.5 Re-sits of public examinations where no further preparation has been provided by the school

Section 2: Education during school hours

- 2.1 'School hours' are defined at Brimsham Green School as being from 8.45 am to 12.20 pm and from 1.10 pm to 3.15 pm
- 2.2 No charge will be made (with the exception of tuition in musical instruments) for activities that take place wholly or mainly in school hours
- 2.3 No charges will be made (except those relating to the cost of board and lodging) for education provided wholly or mainly in school hours where the education is provided to:
 - a) fulfil the requirements specified in the syllabus for a prescribed public examination;
 - b) fulfil the statutory duties relating to the national curriculum;
 - c) fulfil the statutory duties relating to religious education

Section 3: Education outside school hours

- 3.1 No charges will be made (except those relating to the cost of board and lodging) for education provided wholly or mainly outside school hours where the education is provided to:
 - a) fulfil the requirements specified in syllabus for a prescribed public examination
 - b) fulfil the statutory duties relating the national curriculum
 - c) fulfil the statutory duties relating to religious education
- 3.2 Charges may be made for education wholly or mainly outside school hours if the provision does not come within categories a) – c).
- 3.3 Participation in these activities will be on the basis of parental choice
- 3.4 The charge will include the costs of the following elements:

- a) pupils' travel costs;
- b) pupils' board and lodging costs;
- c) materials, books, equipment and other costs;
- d) entrance fees;
- e) insurance costs

Section 4: Education partly during school hours

- 4.1 Sometimes an activity may happen partly during and partly outside school hours.
- 4.2 If most of the time (more than 50%) spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge will be made.
- 4.3 By contrast, should a trip involve leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, this would be classified as taking place outside school hours and charges can be made.

Section 5: Voluntary Contributions

- 5.1 The school may ask parents for a voluntary contribution towards the cost of:
 - Any activity which takes place during school hours
 - School equipment
 - School funds generally
- 5.2 The governing body recognises that many of the activities which take place both within and without the school day are optional additions and enrichments of the pupils' education and yet cannot be charged for. Equally the school's resources are insufficient to be able to offer them at no cost. The governing body believes that parents would be sad to see the demise of these additional optional activities.
- 5.3 For this reason the governing body intends to continue to offer these activities and ask for voluntary contributions, but will make it clear to parents that these activities cannot be funded without voluntary contributions. Every request will emphasise that there is no obligation to contribute and that no pupil will be discriminated against because his/her parents are unwilling or unable to contribute. It will equally be made clear that where there are not enough voluntary contributions to make the activity possible, and no way to make up the shortfall, then it will be cancelled.

Section 6: Remissions Policy

Children whose parents are in receipt of the following support payments will not be charged for board and lodging during residential trips, nor for chargeable activities outlined in section 3,4

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parents are not entitled to Working Tax Credit and their annual income does not exceed £15,575
- Guaranteed State Pension Credit

The following weblink provides latest advice on current support payments –
<http://www.teachernet.gov.uk/management/atoz/c/chargingforactivities/>

Section 7:

- 7.1 All activities will be categorised as being section 1/2/3/4 activities
- 7.2 Parents will receive advance notice as far ahead of the event as possible, and where it is feasible; this notice will be given by newsletter where appropriate
- 7.3 This policy statement will be reviewed annually by the Governors Resources Committee.

Section 8: Damage/Loss to Property:

- 8.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- 8.2 A Charge will be made in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair or such lower cost as the Headteacher may decide.

Signed Chair of Resources Governors

Date Next review date