



Pauntley C of E Primary School

Charging Policy

School Mission Statement

"Through our Christian values, the love and care of our communities and a willingness to succeed; we endeavour to create a learning journey that gives children a soaring belief in themselves to reach their full potential as they grow in to active citizens of the 21st century."

The Governing Body of Pauntley C of E Primary School wishes to provide the best possible educational opportunities for all pupils. As part of this commitment the Governing Body recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to continue to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional activities.

This policy explains the legislation governing the charging for school activities as set out in the Education Act 1996: Sections 449-462. It covers what the governing body may and may not charge for when activities take place, either during or outside of school hours, including residential activities. The need to have charging and remissions policies and requests for voluntary contributions is also incorporated.

CHARGING POLICY

The Governing Body of the school may not charge for anything unless it has drawn up a statement of general policy on charging. The following policy statement will take account of each type of activity that can be charged for and explain when charges will be made. If a charge is to be made for a particular type of activity, for example "optional extras", parents will be informed as to how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information will be made available to parents if requested.

EDUCATION DURING SCHOOL HOURS

No charge will be made for admitting pupils to Pauntley C of E Primary School. Education provided during school hours must be free. This includes materials, equipment, and transport provided in school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity. "School hours" are those when the school is actually in session and do not include the break in the middle of the school day. The Governing Body reserves the right to provide community services and

facilities on the school's premises as part of the school's commitment to the Extended Services Agenda.

EDUCATION PARTLY DURING SCHOOL HOURS

Sometimes an activity may happen partly during and partly outside school hours. If most of the time 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. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.) As an example, a long-distance trip might involve much travel before and after normal school hours, but if the time spent at the destination fell mainly within school hours, the trip would count as happening in school time and be free of charge. By contrast, a trip that involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside school time. Charges would then be allowed.

EDUCATION OUTSIDE SCHOOL HOURS

Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Act 1996 describes activities that can be charged for as "optional extras". An example of such an "optional extra" would be the provision of an after-school club which is run by another professional body.

RESIDENTIAL ACTIVITIES

A trip counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half-days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half-days beginning at noon and at midnight. On this basis, a term-time trip from noon on Wednesday to 9.00p.m. on Sunday would last for nine half-days, include five school sessions and would count as taking place in school time. A trip from noon on Thursday to 9.00p.m. on Sunday would count as seven half-days, include three school sessions and would be classified for charging as taking place outside school time. If fifty per cent or more of a half-day is spent on a residential trip, you should treat the whole of that half-day as spent on the trip. If a residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel. However, charges can be made for board and lodging in these circumstances except for pupils whose parents are receiving:

- Income Support;
 - Income-based Jobseeker's Allowance;
 - support under Part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- or
- Guarantee element of State Pension Credit.

The Headteacher will advise all parents of the right to claim free activities if they are receiving these benefits.

VOLUNTARY CONTRIBUTIONS

Although the school cannot charge for school-time activities, they may still invite parents and others to make voluntary contributions (in cash or in kind) to make school funds go further. All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary.

The Governing Body makes it clear that children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents this should be explained to them at the planning stage. If there is 80% take up for the trip the Governors of the school agree to cover the remaining 20% to allow the trip to go ahead. The school will first decide which class, or group of pupils, will benefit from the activity and then look for voluntary contributions. Where there are not enough voluntary contributions to make the activity possible the activity will be cancelled. The Governing Body stresses that no pupil will be left out of an activity because his or her parents cannot, or will not, make a contribution of any kind.

CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. If a charge is made for each pupil it should not exceed the actual cost. If further funds need to be raised, for example to help in hardship cases, this must be by voluntary contributions or general fund-raising.

- **Activities outside school hours**

The full cost to each pupil of all approved activities and residential activities deemed to be optional extras taking place outside school hours.

- **Activities not run by the school or the LA**

When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school for a family holiday. However, where an activity is organised by a third party and is approved by the school, is educational, or is supervised by someone authorised by the school, then it is the Department for Education's (DfE's) view that it should be treated as if it were provided by the school and no charge should be made to the parents or pupils. Such an activity, if it takes place outside the school premises, is an "approved educational activity" within the meaning of Regulation 4A(a) of the Education (Pupil Registration) Regulations 1995 (as amended).

- **Charging in Kind**

The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product, for example, a model made in Design Technology.

- **Musical Instrument Tuition**

Pupils are taught by self-employed peripatetic teachers, organised through the Gloucester Academy of Music. If a child wishes to play a musical instrument then parents will be invoiced at the start of each term by the teacher. The charge will depend on how long they are taught for and whether they are taught individually or in a group.

GENERAL

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Date of policy: March 2012

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