

## Charging Policy

### INTRODUCTION

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in England. Under this act school governing bodies can't charge for:

- an admission application;
- education provided during school hours;
- education provided outside school hours if it is part of the National Curriculum;
- tuition for pupils learning to play musical instruments if the tuition is part of the National Curriculum;
- 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 has been prepared for it at the school. However, if a pupil fails without good reason, to meet any examination requirement for a syllabus, the fee can be recovered.

A school governing body can charge for:

- any materials, books, instruments or equipment where the child's parent wishes him or her to own them;
- music and vocal tuition, in limited circumstances;
- optional extras
  - education provided outside of the school time that is not:
    - part of the National Curriculum;
    - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
    - part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential trip

Participation in any optional extra activity will be on the basis of parental choice and willingness to meet the charges.

There is nothing in the legislation preventing school governing bodies from asking for voluntary contributions for the benefit of the school or any school activities.

### REDHILL SCHOOL

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a student's education. It aims to promote and provide such activities as part of a broad and balanced curriculum for the students of the school and as additional optional activities. The Governing Body will maintain a fair and coherent system of charges within the constraints of the school budget. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **PRACTICE**

Charges will not be made for any activities which form part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements.

Activities which are wholly or mainly within school hours should not normally be chargeable. Any insurance costs will be included in charges for trips or activities.

The cost of examination entries for subjects taught within the school will normally be met by the school.

The Governing Body may, from time to time, amend the categories of activities for which a charge may be made.

Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing activities for the students.

## **VOLUNTARY CONTRIBUTIONS**

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher. If a request is made for voluntary contributions it should be made clear to the parents:

1. that if the activity can't be funded without voluntary contributions and if there is insufficient funding the activity must be cancelled;
2. that they are under no obligation to contribute.
3. that students at the school will not be treated differently according to whether or not their parents have contributed in response to the request.

## **CHARGES**

The Governing Body will make a charge for each student for activities organised by the school in the following circumstances:

- Instrumental music tuition and/or loan of instruments may be compulsorily charged unless it is part of a public examination or National Curriculum course.
- In practical subjects, parents will be asked for the full or partial cost of material or ingredients if they have indicated in advance that they wish to own the finished product.
- The full cost of activities, including board and lodging for residential activities, deemed to be optional extras taking place outside the normal curriculum.
- If a residential visit is designed to fulfil a statutory requirement the cost of board and lodgings will be charged unless families are in receipt of special benefits (see Remission of Charges).
- At our discretion a charge may be made for replacement of any item of school property that is lost or damaged.

In cases where charges are to be levied, parents must be advised in advance and monies collected prior to the activity.

**REMISSION OF CHARGES**

**Residential Visits**

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodgings for residential visits:


- Income Support (IS)
- Income based Jobseeker's Allowance (IBJSA)
- An income related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration & Asylum Act 1999
- The guarantee element of the Pension Credit
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed the limit for that tax year.
- Working Tax Credit run-on (this is paid for 4 weeks after an individual does not qualify for Working Tax Credit)
- Universal Credit (different rates apply depending on an individual circumstance, we would assess each application separately)

Parents who believe that they may qualify for this remission must apply in writing to the Head teacher. Complete confidence will be observed in all such matters.

Date of approval:

May 2023

Policy Approved by Chair



Date of Review

May 2024

### Charging Policy Flowchart

