

# Charging Policy

Autumn 2017



HAMPSTEAD PAROCHIAL  
Church of England Primary School

## General terms

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free.

School governing bodies and local authorities cannot charge for:

- an admission application to any maintained school;
- 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;

Furthermore, it is not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

**Exceptions** - Schools must ensure that they inform parent/carers on low incomes and in receipt of **one or more of the Income Support IS** benefits listed below . These parent/carers will have already been assessed by the Local Authority and will be entitled to Free School Meals. If a parent/carer has not applied for Free School Meals and has not been assessed by the Local Authority to be eligible then they will not be entitled. Since April 2003 the eligibility criteria that entitled families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with the free school meals eligibility criteria.

- Income Support
- Income-based Job Seeker's Allowance
- Income-based Employment and support Allowance
- Child Tax Credit with a taxable income of no more than £16,190 and not in receipt of Working Tax Credit
- The Guaranteed Element of State Pension Credit.
- Support from the National Asylum Support Service (NASS)
- Working Tax Credit (WTC) special circumstances

## **Optional Extras**

Headteachers or Governing bodies may ask parents for a voluntary contribution towards the cost of:-

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:
  - 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 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; and

- board and lodging for a pupil on a residential visit.
- In calculating the cost of optional extras an amount may be included in relation to:
  - any materials, books, instruments, or equipment provided in connection with the optional extra;
  - non-teaching staff;
  - teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
  - the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parent/carer choice and a willingness to meet the charges. Parent/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Voluntary Contributions**

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities.

However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parent/carers at the outset. The governing body or head teacher will also make it clear to parent/carers that there is no obligation to make any contribution stating that all contributions are voluntary.

It is important to note that no child should be excluded from an activity simply because his or her parent/carers are unwilling or unable to pay. **If insufficient voluntary contributions are raised to fund a visit, then the activity and or visit must be cancelled.**

Schools and local authorities can charge for:

- any materials, books, instruments, or equipment, where the child's parent/carer wishes him to own them;
- optional extras
- music and vocal tuition, within the guideline on the National Curriculum
- Music

What can be charged for:-

Any Instrumental and vocal tuition, which takes place during the school day, either individual or in groups, subject to the parent/carer requesting the tuition, can be charged for.

If a child wants to learn a musical instrument or learn to sing during school hours with a specialist teacher the parent/carer can request this through the school if offered or through Camden Local Authority Music Department.

What does "during school hours" mean?

This means any tuition which takes place during the school day when normal class lessons are taking place. It does not include tuition before or after school, during school lunch hours, or during weekends and holidays.

What cannot be charged for under the regulations:-

Instrumental and vocal tuition which is part of the National Curriculum. Instrumental and vocal tuition for children in care cannot be charged for. The regulations do not cover lessons which take place outside school hours, at weekends or during school holidays.

### **What Hampstead Parochial CE Primary School offers to children**

At Hampstead Parochial School we undertake whole-class instrumental and vocal tuition programmes to give children an opportunity to experience learning a musical instrument or to sing, which follows the Programme of Instrumental and Vocal Tuition Any child who would benefit from continuing to learn a musical instrument or from having specialist vocal tuition should be able to do so.

Schools cannot charge for:

- 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.
- Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education

### **Non-residential activities**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### **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.

The Head teacher or governing body may ask parent/carers for voluntary contributions towards the cost of:

- any activity which takes place during school hours;
- school equipment; and
- school funds generally.
- Children of parent/carers who are unable, or unwilling, to contribute may not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school must cancel the activity/visit. The school will make parent/carers aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received from the outset.

The school cannot exclude a child from taking part in an activity that is part of the National Curriculum purely on the grounds that the parent/carer, cannot make, or refuses to make a contribution. This clearly will place the school in some difficulty where a parent/carer or a number of parent/carers might be in such a position. **Under these circumstances the school will have no alternative other than to cancel the visit.**

## **Applications to Private fee paying Secondary Schools**

Hampstead Parochial School will charge parents a pre described and notified fee for each reference that is requested. This is a small contribution to assist in the cover of administrative and postage costs and does not represent the actual cost, or may the charge levied become a prerequisite for providing a reference which will be at the Headteachers discretion.

## **Applications for Passports**

Hampstead Parochial School will charge a nominal fee in respect of passport applications that are required to be completed by a senior member of staff.

## **Applications for copies of documents**

Hampstead Parochial School will charge parents a nominal fee for copying requested documentation.

## **School Meals**

The LA may provide meals or other refreshments to pupils, either on the school premises or elsewhere where education is provided.

The school must provide facilities for pupils not taking school meals, so they can eat meals which they've brought to school. These facilities include; accommodation, furniture and supervision, which allow children to eat their meals in suitable conditions. The school cannot charge pupils for using these facilities.

## **Free school meals**

Children whose parent/carers are entitled to free school meals will be authorised to the school by the LA. Parent/carers will be required to produce current validation and will be required and will be authorised by the LA **before the school can grant** Free School Meal status. Parent/carers who are granted Free School Meals status are obliged to inform the LA of any changes in their circumstances from which date their Free School Meals may be rescinded and school meals will be charged for accordingly. Parent/carers are advised that until the school receives confirmation regarding Free School Meal status from the LA all charges for school meals will be charged for. No application for Free School Meals can be back dated and all Free School Meal applications must be made in advance of each and every academic year in the preceding July to be included in the following September.

All other pupils must be charged the same amount for the same quantity of the same food, although the meals may be subsidised by the LA. Neither the governing body nor the LA has the power to provide free meals to any other pupils.

## **Paid meals service**

### **All school meals are paid for in advance**

A duty requiring LA's and governing bodies to offer paid meals, where parent/carers request them, was introduced from 1 April 2001.

All funds will be collected by the school and paid directly to the LA. The school and LA will seek debt collection for unpaid meals after a statutory period of 10 days and will advise the school to cease providing a meal. Under these circumstances the parent/carer must provide the child with a packed lunch until such time that the debt has been paid and subsequently all meals must be paid for in advance.

If a parent/carer wishes to complain about payments or the LA's school meals charges or policy then they must make direct representations to the LA school meals department.

## **Extended Services**

Extended services have been well-researched, and the school is robust in its business planning and must remain appropriately funded if the services provided are to be sustainable in the long-term.

## **Hampstead Parochial School cannot subsidise extended school activities from their delegated budget shares.**

Hampstead Parochial School Clubs is non profit making

- All costs will be met by charges to users.
- Services which schools can charge for include:
  - all childcare, whether delivered directly or through partner providers
  - community access, for example to gyms and sports facilities, and
  - out-of-hours activities including all o advertised activity clubs

Other sources of funding for extended schools activities:-

The annual Registration Fee is payable for each and every child who's parent/guardian wishes them to attend the Clubs Facilities this will include Breakfast and/or After School Clubs. This fee helps to cover Insurance and Administrative costs so there is no reduction of this charge under any category. The fee is payable at any time during the academic year therefore there is no reduction for any lapsed time.

There is no automatic exemption of charges for those parent/carers whose children are on Free School Meals. However, a reduction in charges for those parent/carers who are on Free School Meals only, may be applied for via an application form, If oversubscribed the application will go to the Governing Body for their consideration. The decision of the Governing Body is final.

As all Extended Services facilities and staff costs have to be covered outside of the delegated budget, there can be no reduction of charges for parent/carers with more than one child, as staff to pupil ratios has to be applied.

Charges for Extended Services will clearly be set out in the programmes sent out to parent/carers at the end of each term. Other groups who use the school's premises will be charged according and will adhere to the Extended Services lettings policy and/or user agreement.

**Parent/carers who are late picking up their child from sessional activities.**

As staff to pupil ratios have to be maintained parent/carers who are late to pick up their child from any sessional activity will be charged as set out by the charges which are published and available upon request. Persistent offenders may be refused entry to After School Clubs.

**Club Leaders**

Activity club leaders who do not invoice the school for their services will be charged 25% of the fees that they collect from parents. The fees are payable upon demand any outstanding fees will be referred to the Governing Body and the activity club leaders may not be invited to undertake an activity club the following term

Sources:

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This policy complements the information given in "A Guide to the Law for School Governors" (Chapter 23). This policy accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms. This policy also refers to paragraph 1.82 in the School Admissions Code, and para 1.97 in the revised School Admissions Code (in force from 10/2/09).

Reviewed by Governing Body	Autumn 2017		
Next Revision ( Please highlight as appropriate)	Annual	<b><u>Bi-annual</u></b>	Tri- annual
To be reviewed	Autumn 2019		