



Benington C of E Primary School

CHARGING FOR SCHOOL ACTIVITIES

Written	Reviewed	Next Review Date	Author	Adopted by Governors	Sub-Policies
June 2008	July 2019	July 2020	Mrs Swann		See HCC booklets

(Based on the guidance provided in the 'Governors' Guide to the Law)

The Local Authority of Governing Body may not charge for anything unless they have drawn up a statement or general policy on charging. The Governing Body's policy may be more or less generous than the Local Authority's, as long as it meets the requirements of the law.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum.

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- + any activity which takes place during school hours
- + school equipment
- + school funds generally

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the school can not **charge** for the educational or travel elements.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- + Income Support
- + Income-based Jobseeker's Allowance
- + Support under part VI of the Immigration and Asylum Act 1999

- ✚ Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income, assessed by the Inland Revenue, does not exceed £16,000 (See Working Tax Credits website for updates)
- ✚ The guaranteed element of State Pension Credit

Instrumental Music Lessons

A charge is permitted for instrumental music tuition undertaken in school hours.

Public Examinations

No charges may be made for entering pupils for public examinations that are set out in Regulations. However, an examination entry fee may be charged to parents if:

- ✚ the examination is on the set list, but the pupil was not prepared for it at the school
- ✚ the examination is not on the set list, but the school arranges for the pupil to take it
- ✚ a pupil fails without good reason to complete the requirements of any public examination where the Governing Body or LEA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in Regulations.

Additional Written Reports

The school will provide basic information regarding the academic and social development of a child in the form of their annual report together with their last assessment results. Requests from parents to provide additional written information for private schools will be charged at £45 per request to reflect the significant amount of time taken by school staff to complete these.

Parents may be asked for a voluntary contribution to school funds if teachers or the head teacher are asked to sign passports. Parents may request a "passport signing" application form from the office.

ASC

A charge per child per session will be charged. This rate takes into account the salaries of the staff and also the fact that children will be offered a hot meal whilst at the club. There is no discount for more than one child per family attending the club and the cost is a flat rate irrespective of how long the child remains in the club on that day.