

**ST. HILD'S  
CHURCH OF ENGLAND SCHOOL**

**Policy Document**

**CHARGING FOR SCHOOL ACTIVITIES**

**At St. Hild's Church of England School we aim to provide all of our pupils with a world class education in a Christian context. We expect to find God at work in our school.**

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

***"I have come that they may have life in all its fullness (John 10:10)"***

**Purpose and Scope**

This policy reflects the terms of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England (Appendix 1). It follows the Hartlepool Borough Council Charging and Remissions policy included as Appendix 6 of the Educational Visits Procedures and Guidance.

**Education**

St Hild's Church of England School will not charge for:

- 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;
- 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 is being prepared for the re-sit(s) at the school. However if a pupil fails, without good reason, to meet any exam requirements for a syllabus the fee can be recovered from the pupils' Parent/carers/Carers.

The School will charge for:

- any materials, books, instruments, or equipment, where the child's parent/carer wishes them to own them;
- optional extras (Appendix 2); and
- music and vocal tuition, in limited circumstances (see page 3).

### Voluntary Contributions

Nothing in legislation prevents the Governing Body 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 school will make this clear to parent/carers at the outset.

If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled.

### Residential Visits

St Hild's Church of England School **will not** charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place 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; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school **will** charge for:

- board and lodging including that of necessary supervisory staff, transport, activities and/or admission fees but the charge must not exceed the actual cost.

When we plan and inform parent/carers about a forthcoming trip, we will take into account any parent/carers who may not be able to pay and parent/carers who are unwilling to pay. We may need to determine and fund the levels of support (if any) given to these pupils.

The Governing Body has set appropriate criteria to agree a level of support (full or part) for pupils whose parent/carers cannot or will not pay the cost of a trip. In the first instance we will use the same criteria as used for Free School Meals, this criteria is as follows;

- Income Support;
- Income-based Jobseekers Allowance;
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £16,190.
- Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (After tax and not including any benefits you get)

If a parent/carer is unwilling or unable to pay, their child will be given an equal chance to go on the visit providing the school has appropriate funding.

We will make it clear to parent/carers at the outset what our policy for allocating places on school trips will be.

A flow chart giving guidance on charging for educational visit is given in Appendix 1.

### Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges may be made for tuition in playing a musical instrument, for either an individual pupil or groups of up to four, provided that the teaching is not an essential part of either the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school.

The costs or a proportion of the costs, for providing teaching staff for tuition in playing a musical instrument outside school hours will be charged, if the tuition is not part of the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school. This is a permitted optional extra.

### Transport

St Hild's Church of England School **will not** charge for:

- transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport as described in the Home-School Guide to Parents.
- transporting registered pupils to other premises where the Governing Body or Local Authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school; and
- transport provided in connection with an educational visit that is part of the National Curriculum

We will charge for:

- Any other transport. This is a permitted optional extra. [see Appendix 2]

### 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 will only be made by the school 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). 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.

Using the above calculation, Example 1 below would equate to nine half day sessions, five of which are deemed to be in school hours, i.e. more than 50%.

#### **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.

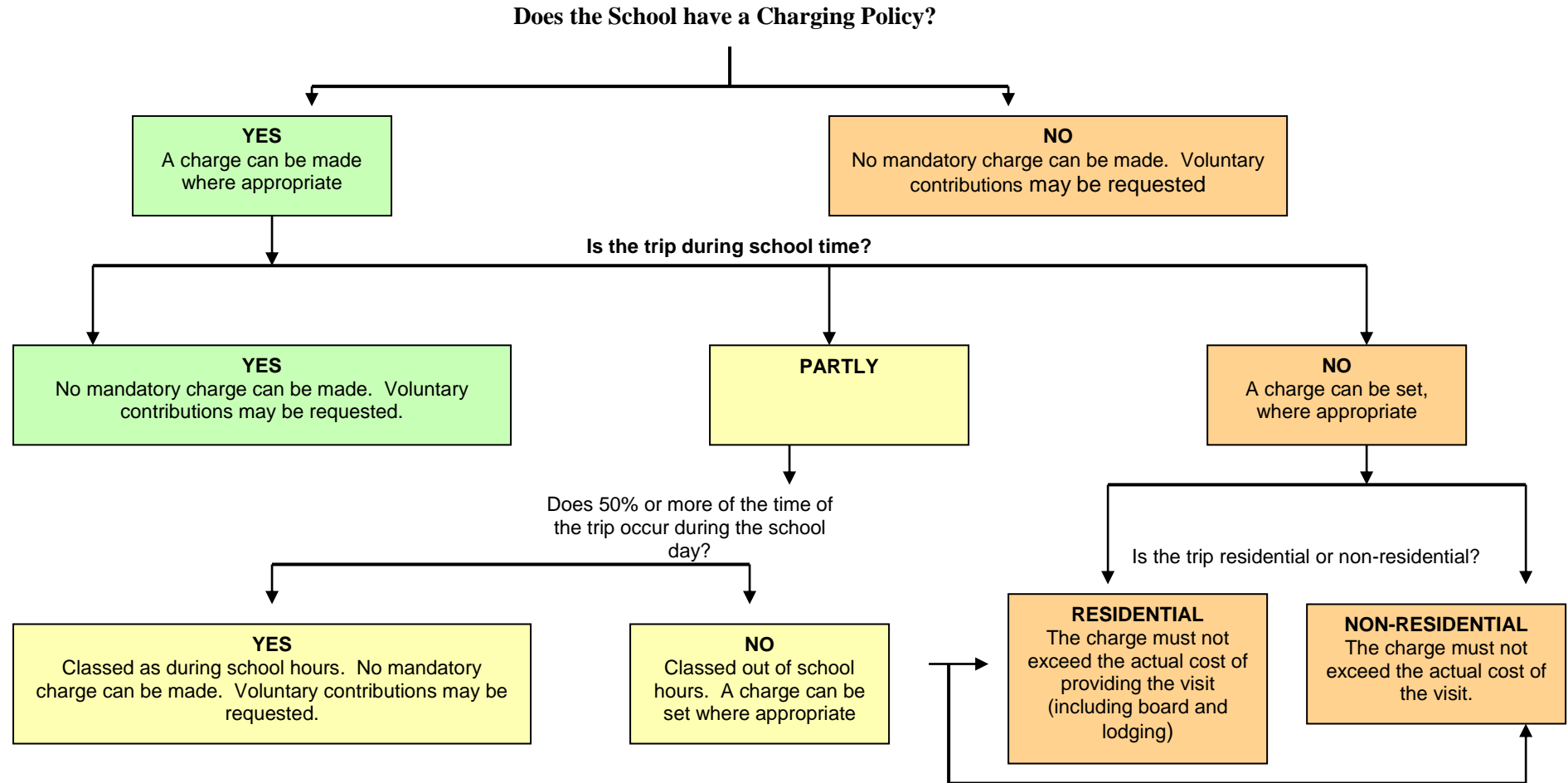
### **Monitoring**

**The implementation of this policy will be monitored on an annual basis. Trips and visits will also be reported to Governors on an Annual basis; Mr D Richardson will complete this report in the summer term.**

Signed .....(Headteacher)	<b>Review Date : November 2021</b>
Signed ..... (Chair of Governors)	

Revision Date	Version	Status	Reference Material/legislation
March 17	7.5	Approved at F P & P, 20 <sup>th</sup> March 17	
March 18	7.6	Ratified at FG 05 <sup>th</sup> March	
April 19	7.7	Ratified at F P & P 29.04.19	No changes
Nov 20	7.8	Ratified at IEB 09.11.2020	

Appendix 1  
**Charging Policy for School Activities**  
**Flow Chart of Possibilities**



1. **No charges** can be made unless the Governing Body has drawn up a charging policy for school activities, detailing optional extras or board and lodging for which they intend to charge, and publicised this to parent/carers.
2. Nothing in legislation prevents a school from asking for voluntary contributions to benefit the school, or school activities.
3. **If the activity cannot be funded without voluntary contributions, the Governing Body, or Headteacher, should make this clear to parent/carers at the outset**

## Appendix 2

### Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge will be made for providing materials, books, instruments, or equipment, and accommodation and transport costs of supervisory staff on residential visits. Optional extras are:

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) 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.
- any materials, books, instruments, or equipment provided in connection with the optional extra. [See paragraph below]
- non-teaching staff, for example:
  - National Governing Body of Sport coaches,
  - activity instructors, etc
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- 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.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. There will not, therefore, be an element of subsidy for any other pupils wishing to participate in the activity whose parent/carers are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours, the charge will not 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.

The charge cannot exceed the actual cost of providing the optional extra or the board and lodging.

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