



St John Boste Catholic Primary School

Charging for school activities policy

Education

The governing body 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 of school hours if it is part of the National Curriculum¹, 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 school².

Schools and local authorities **can** charge for:

- Any material, books, instruments, or equipment, where the child's parent wishes him to own them;
- Optional extras (see below); and
- Music and vocal tuition, in limited circumstances (see page 4)

¹ It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national Curriculum 'inclusion statement' (e.g. developing teamwork skills).

² However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment. **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.

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;
- 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.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents 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 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 parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

The governing body will ask for voluntary contributions for the benefit of the school or any school activities.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient contributions are raised to fund a visit, it will be cancelled. If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

Residential Visits

The school **cannot** 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.

Schools will **not** charge for:

- Board and lodging; the charge will not exceed the actual cost.

When the school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 Her Majesty's Revenue and Customs) does not exceed £15, 575 (Financial year 2008/09);
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27th October 2008.

Music Tuition

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

The Education and Inspectors Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges will be made for teaching either an individual or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument.

Charges will only be made if the teaching is not an essential part of either the National Curriculum or the first access to the Key Stage Instrumental and Vocal Tuition Programme (Wider Opportunities).

Transport

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 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 inside or outside school hours. However, a charge will only be made for the activity outside of school hours if it is not part of the National Curriculum 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 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 visits is equal to or greater than 50% of the number of half days spend 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 any day.