



**Carville**  
Primary School

# Charging Policy

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## Policy Authorisation

<b>Authorised Date</b>	<b>By</b>	<b>Version</b>
October 2014	Governors	1.0
February 2017	Governors	

<b>Review Date</b>	<b>Changes Made</b>	<b>Next Review</b>
December 2015	No changes	October 2016
February 2017	Addition of Residential Provision – Section 5	February 2018
	Addition of FSM – Section 1.1	February 2018
	Addition of: Remissions and Concessions – Section 8 Inability or Unwillingness To Pay – Section 9	February 2018
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## Introduction

The Governing Body recognises that every pupil has a right to received free school education and that activities offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parent / carers' ability or willingness to help to meet the costs.

The governors also recognise the valuable contribution that a wide range of additional activities, trips and residential experiences can make towards pupils' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

This policy complements the information given in Chapter 23 of "A guide to the Law for Pupil Governors<sup>1</sup>". The law on charging for pupil activities is set out in Sections 449 and 462 of the Education Act 1996.

### 1. Exemptions from Charging

#### 1.1 Specific Exemptions

The school Governing Body can not charge for:

- An admission application to the school;
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside of schools 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, as 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, as part of Religious Education;
- Entry for a prescribed pupil 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 school.
- School meals when a child is entitled to free school meals.

#### 1.2 Exemptions at Carville Primary School

The Governing Body has also agreed that there will be no charge for the following:

- Carville Primary School Breakfast Club;
- Some extra-curricular specialist sports provision;
- After-school Clubs run on school premises.

The provision of these activities will be reviewed annually. The basis for exempting these activities from charging arrangements will be examined in line with school resources.

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<sup>1</sup> A guide to the Law for Pupil Governors can be viewed at <http://www.governor.net.co.uk>

## 2. Charges

The School can charge for the following:

- Any materials, books, instruments or equipment where the child's parent / carer wishes the child to own them;
- Where parents / carers have expressed a wish in advance to have a finished product made at the school (e.g. craft, art or food and nutrition lessons) a charge can be made at cost price. The school will advise parents / carers in advance of the costs of the product.
- Optional extras (see below);
- Music and vocal tuition in certain circumstances (see below.)

## 3. Optional Extras

Charges may be made for some activities that are known as "Optional Extras". These can include:

- 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 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 board have arranged for the pupil to be provided with education;
- Board and lodging for a pupil on a residential visit; and
- Costs of lost and destroyed school property and breakages.

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.

Parent / carer agreements are a necessary pre-requisite for the provision of an optional extra where charges will be made. Other conditions must be met, such prohibiting charges that include any element of subsidy for participating pupils whose parents / carers are unwilling or unable to pay the full charge.

## 4. Voluntary Contributions

The school is entitled under legislation to ask for voluntary contributions "for the benefit of the school or any school activities". The Governing Body at Carville Primary School has agreed that parents / carers may be asked for voluntary contributions towards the cost of:

- Transport and entry fees for school visits;
- School equipment through fund raising;

- Transport and residential costs for all residential activities (see below);
- The School Fund through fund raising activities such as the Summer Fayre.

## **5. Residential Visits**

Carville Primary School currently takes groups of pupils to High Borrans Residential Centre and Hawkthirst. The 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 that are absent from school accompanying pupils on a residential visit.

The school will charge for the actual costs of board and lodgings at High Borrans or other residential centres. The school will not charge in excess of the actual costs of the board and lodgings provided.

Any Parents / carers who would experience financial hardship to meet the costs of a residential visit can ask the Headteacher and Chair of Governors to consider remitting the charges in part or full.

## **6. Transport**

The school will not 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 of Local Education Authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when the pupil has been prepared for that examination at the school; and
- Transport provided in connection with an educational visit. The school will however ask for voluntary contributions towards the costs of transport.

## **7. Music Tuition**

The law states that all education provided during school hours must be free but music lessons (where provided) are an exception.

The Education and Inspections Act 2006 allowed the DCSF to specify circumstances where charging can be made for music tuition. The new Regulations came into force in September 2007.

Charges can be made for teaching either an individual pupil or groups of any appropriate size (providing that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

## **8. Remissions and Concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income-Based Jobseeker's Allowance
- Income-Related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Remission of charges will also be considered for any other vulnerable group, as approved by the governors, in exceptional circumstances.

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of Governors will authorise the remission charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils and this will be determined by the Governing Body and Headteacher.

## **9. Inability or Unwillingness To Pay**

Carville Primary School is committed to ensuring fair access and treatment of all pupils and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it may be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.