



## IDSALL SCHOOL POLICY ON CHARGING FOR SCHOOL ACTIVITIES

### INTRODUCTION

In accordance with Section 33 of the Schools Funding Agreement, Idsall School is required to determine the charging and remissions policies required to address section 457 of the Education Act 1996.

The Governing Body confirm their belief that this policy is in line with Legislation.

The Governing Body recognises the valuable contribution that a wide range of activities including school visits, afterschool clubs and residential experiences can make towards a students' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

(Throughout this policy the term 'Parents' means those having parental responsibility for the child.)

### 1. GENERAL PRINCIPLE

The general principle within the Act is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours (but excluding the mid-day break)
- Required for the national Curriculum but out of school hours
- For Statutory Religious Education
- For a prescribed public examination prepared for by the school

However there are exceptions where Idsall School can make charges.

### 2. EXCEPTIONS

Charges are permitted under the Act to meet the costs of the following:

- Board and Lodgings on residential educational trips
- Non educational trips
- Music tuition and the hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed examination
- Materials/ingredients required to produce a finished product made in school (eg in Art, Design, Food or technology lessons), where parents have agreed in advance that the finished article should be owned by the parent/carer or the pupil
- Entering a student for a public examination which is not prescribed in regulations, and for preparing the student for such an examination out of school hours
- Entering a student for a public examination against the wishes of the school
- Re-marking an examination paper where the re-mark is requested by the parent or student

- Re-sits of prescribed public examinations where no further preparation has been provided by the school
- Voluntary optional extras provided outside of school hours (or mainly outside of school hours)

In all cases where a permitted charge is made, parents will be told in advance. Charges will not be set with the intention of exceeding the actual cost per student incurred.

### **3. VOLUNTARY CONTRIBUTIONS**

The Act permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents' will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per student incurred. No individual student will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However, the visit or activity may have to be cancelled if insufficient contributions are received.

### **4. OTHER CHARGES**

To actively engage in learning, be ready to learn and be able to learn in many different contexts, it is essential that students have the right basic equipment e.g. pens, pencils, rulers, calculators. Whilst there is no legal or formal requirement for parents to provide these items the school actively encourages parents and students to purchase them. Some optional items of equipment may on occasion be offered for sale by the school e.g. calculators, revisions guides etc.

Photocopying and or printing which is not required by a member of staff may be charged for.

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be at the cost of replacement or repair, or a lower cost may be set at the decision of the Head Teacher. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Head Teacher.

A charge may be made to recover the running costs of the school minibus' operated under Section 19 of the Transport Act 1985. The service will not make a profit even if any profit would go back into school to cover running costs.

### **5. REFUNDS**

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the student's control

- The school deciding that a student should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made
- Wherever a student, having entered for a public examination against the school's wishes, achieves a grade in that examination
- In the event that an examination re-mark requested by a parent or student is successful (the reimbursement of fees will be made by the examination board)

In other circumstances, at the discretion of the Head Teacher.

## **6. FINANCIAL SUPPORT FUND**

Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Requested for help from parents on eligible benefits will be considered in line with our Financial Support Policy and assistance provided within the limits of any support fund that may be available. Complete confidentiality will be observed in all such matters.

Eligible benefits include:

- Eligible for Free School Meals
- In receipt of Income Support Allowance
- In receipt of Job Seekers Allowance
- Child Tax Credit, but are not entitled to Working Tax Credit and your annual income (as assessed by the Inland Revenue) does not exceed £16,190
- Support under part VI of the immigration & Asylum Act 1999
- The Guaranteed Element of Pension Credit.

Where a parent does not receive an eligible benefit the school will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such contributions have been made by the time the trip or event takes place.