



CHARGING FOR SCHOOL ACTIVITIES & REMISSIONS POLICY



Introduction

The DfE states that School Governing bodies, subject to some limited exceptions cannot charge for education provided during school hours. “Although schools cannot charge for school time activities, they can still invite parents and others to make voluntary contributions”.

Therefore, at College Park Infant and Lyndhurst Junior Schools parents may be asked to make voluntary contributions. However, no child will be excluded from an activity because his or her parents cannot or choose not to make a contribution. However, if an activity cannot be funded without voluntary contributions this will be made clear to parents. It will also be made clear to parents that there is no obligation to make any contribution.

Relevant Legislation

- Education Act 1996, sections 449 to 462

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. This policy complies with our funding agreement and articles of association.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Principles

- To enable all pupils to participate in the whole life of the school.
- To strengthen the links between the school and its community. We support the development of community groups use of school facilities.
- We make no charge for admissions to the school.
- We make no charge for National Curriculum and related activities in school time.
- We may ask for voluntary contributions for activities wholly or partly in school time, which otherwise would be prohibited by cost. No child is excluded from any such activity or treated differently on the basis of non-contribution. However, where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled. We will advise parents accordingly.
- Support is available towards part or all the cost of an activity where there are financial difficulties – in such cases please contact the School Business Manager.

Optional Extras

College Park Infant and Lyndhurst Junior Schools will not charge for books, materials, equipment and instruction in connection with the National Curriculum or for transport provided in connection with an educational visit, except in the following cases:

- Activities involving a product (e.g. DT) which the child wishes to take home.
- Cooking activities for which ingredients need to be purchased and the child takes the product home.
- Any materials, books, instruments or equipment, where the child’s parent wishes him/her to own them.

- Instrumental or vocal tuition for individual children or for a group of any size provided that the tuition is given at the request of the child's parent.
- Library books which have been lost / failed to be returned (see library policy).
- Board & lodging for a child on residential visits.
- Extended day services e.g. breakfast club and after-school club.

Any charge made in respect of individual children must not exceed the actual cost of providing the optional extra activity, divided equally by the number of children participating.

School Visits

Voluntary contributions from parents are sought to fund educational visits. The maximum voluntary contribution sought will be total cost of trip divided by total number of eligible children. When planning a visit, organisers should consider all expenses and the number of children attending. They should then decide on the amount to ask parents to contribute. This should cover all costs if every parent contributes. A copy of the Visit Approval Form should be handed to the school office so that they have details of all anticipated expenditure and contributions. The following procedures are followed:

- The visit will be authorised by the Head of School/Executive Headteacher.
- Parents will be given details of the visit, informed of the cost per child and be invited to contribute that amount.
- Parents are informed that they are under no obligation to contribute.
- Children whose parents do not make a voluntary contribution will be treated no differently from those whose parents have contributed towards the cost.
- When parental response to the request for voluntary contributions is known the Head of School will make a decision as to whether it will be possible to proceed with the visit.

Other contribution activities

We understand that parents recognise the current financial constraints that schools are under and may be willing to contribute to activities that will enhance the curriculum and their child's learning. This may include contributions to fund activities such as visiting professionals e.g. theatre groups, workshops, additional resources to support 'topic' based learning. Again, the principles apply that no pupil will be excluded if their parent does not make a contribution.

Using the Lyndhurst Junior School Minibus

School visit calculations should use the following costs per child:

£1.00 per child if travelling only within Portsmouth

If travelling outside of Portsmouth:

$$\frac{\text{No. of miles (round trip)} \times \text{£1.30 (cost per mile of running the minibus)}}{\text{No. of children}} = \text{cost per child}$$

These costs can be charged to parents for after-school non-curriculum transport e.g. football team transport to after school matches.

Residential Visits

Residential study visits Costs for a residential visit can include elements for: travel, board and lodging, materials, books, instruments, equipment, tuition, entrance fees and insurance. Each child will be charged for the cost of his/her own part of the visit. Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit (UC) where applicable OR any one of:
 - Child Tax Credit, with an annual gross income into the household that is no more than £16,190, provided they are not entitled to working tax credit.

- Income Support (IS); or
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- the guaranteed element of State Pension Credit; and
- an income related employment and support allowance.

Activities Arranged to Take Place Outside of School Hours

College Park Infant and Lyndhurst Junior Schools may charge for activities (optional extras), which happen outside school hours when these activities are not necessarily part of the National Curriculum.

Extra curricular clubs

Run by school staff

A charge may be levied for participation in extra-curricular activities to meet the costs of materials as needed.

Run by outside agencies

The school will endeavour to select outside agencies that offer best value. Where clubs are run by outside agencies a cost will usually apply. In most cases this payment will be made direct to the agency involved. (It is recommended that payments are made direct to the agency. However, if payment is brought into school we would ask that parents bring cheques directly to the school office where they will be held overnight in the school safe. The school does not keep a record of payments for external clubs and cannot be held responsible for any payments that are not handed directly into the office. Cheques (or any electronic payment options for Lyndhurst Junior School only offered) are always recommended rather than cash.)

Damage to School Premises or Equipment

Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

Freedom of Information Act Information Requests

Charges may be made for freedom of information requests as detailed in the school's Publication Scheme.

Arrangements for part or full remissions of charges

The Governors may agree to provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges, on application to the Head of School or School Business Manager. The Local Governing Board will be informed in general terms of the total provided for each activity. Parents who have contributed voluntarily may request a refund if their child is unable to take part in an activity through illness.

Dated: October 2018

Date for review: October 2020



COLLEGE PARK and LYNDHURST JUNIOR SCHOOLS

Application for Remission of Fees – Residential Trip

Child's Name _____

Class _____

Residential Trip _____

Date of Trip _____

I apply for remission of fees (board & lodgings) only for the above mentioned trip. I confirm that I am in receipt of one of the following benefits:

- Universal Credit (UC) where applicable OR any one of:
 - Child Tax Credit, with an annual gross income into the household that is no more than £16,190, provided they are not entitled to working tax credit.
 - Income Support (IS); or
 - Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- the guaranteed element of State Pension Credit; and
- an income related employment and support allowance.

I understand that should my circumstances change, so that I am no longer in receipt of one of the above benefits, I will pay the school for the full cost of the trip.

Parent/Carer's Name _____

Parent/Carer's Signature _____

Date _____

Please return form to Mrs K Willis, School Business Manager.