

LEAP FEDERATION



LEARNING EDUCATION ARTS PARTNERSHIP



Charging Policy

LEAP FEDERATION OF SCHOOLS - CHARGING POLICY

INTRODUCTION

This policy was written using the guidance provided by the Fair Access Division of the Department for Children, Schools and Families (DfCSF) – which in 2011 reverted back to the Department for Education (DfE) – and complements the information given in ‘A Guide to the Law for School Governors’ Chapter 23. This guidance accurately reflects the terms of the Education Act, 1996.

The Governing Body of the LEAP Federation of schools, **cannot** charge for:

- an admission application;
- 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, 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 school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at school.

The Governing Body **can** charge for:

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

OPTIONAL EXTRAS

Charges may be made for some activities that are known as ‘optional extras.’ Where an optional extra is being provided, a charge **can** 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
 - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at 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;
- 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;
- 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;

- 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. Parent/carer agreement is therefore a pre-requisite for the provision of an optional extra where charges will be made.

VOLUNTARY CONTRIBUTIONS

Nothing in legislation prevents the LEAP Federation schools, or the local authority, asking for voluntary contributions for the benefit of LEAP Federation schools, or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or LEAP school Headteacher should make this clear to parents/carers at the outset. The Governing Body or LEAP school Headteacher **must** also make it clear to parents/carers that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. We must make sure that this is made clear to parents/carers. If a parent/carer is unwilling or unable to pay, their

child must still be given an equal chance to go on the visit. We should make it clear to parents/carers at the outset our policy for allocating places on school visits.

When making requests for voluntary contributions to school funds, parents/carers must not be made to feel pressurised into paying as it is voluntary and **not compulsory**. We will not send out direct debit or standing order mandates to parents/carers when requesting contributions.

RESIDENTIAL VISITS

LEAP Federation schools **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;

We **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

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 Inspections Act, 2006, introduced a regulation-making power which allowed the DfCSF to specify circumstances where charging can be made for music tuition. The new regulations, which came into force in September, 2007, provide pupils with greater access to vocal and instrumental tuition. Charges may be made for teaching either an individual pupil, or groups of pupils of any appropriate size (provided 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), or the first access to the Key Stage2 Instrumental and Vocal Tuition Programme.

TRANSPORT

We **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 education 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;

LEAP Federation schools - Summary of Charging Policy

The attached summary may be posted on the schools' websites, along with the full Charging Policy Document:

1. The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as a part of a broad and balanced curriculum for the pupils of the LEAP schools and as additional optional activities.
2. The Governing Body reserves the right to charge in the following circumstances for activities organised by LEAP schools:
 - a) The cost of all activities **MAINLY OUTSIDE SCHOOL HOURS** which are optional extras, i.e. evening trips and weekend visits.
 - b) The cost of any board and lodging in any residential visit in school time or in any visit that takes place as part of the National Curriculum.
 - c) The cost of ingredients and material (or require them to be provided) if the parents have indicated in advance that they wish to have the finished product.
3. Activities that take place inside school hours or as part of the National Curriculum will be completed dependent on voluntary contributions and this will be stated to parents. Such contributions will determine whether an activity is viable.
4. Trips may be cancelled if insufficient support is received. This applies to all activities (both charged and those where voluntary contributions are sought).
- 5. THE GOVERNORS WILL REQUEST PARENTS/CARERS TO PAY FOR THE COST OF REPLACEMENT OR REPAIR OF EQUIPMENT OR OF PREMISES BROKEN OR DAMAGED DELIBERATELY BY PUPILS EITHER DURING OR OUT OF SCHOOL HOURS.**
- 6. THE GOVERNORS WILL REQUEST PARENTS/CARERS TO PAY FOR THE COST OF REPLACEMENT EQUIPMENT LENT TO PUPILS FOR THE PURPOSES OF LEARNING OUTSIDE SCHOOL HOURS, WHERE THESE ARE NOT RETURNED TO SCHOOL, OR NOT RETURNED IN A SUITABLE CONDITION.**
7. The remission policy for charged activities will operate at the statutory minimum.
8. The Governors reserve the right to amend this policy from time to time.

Note: The school's hours as referred to in this statement are

9.15am until 3.30pm at Kingsmead and 9am until 3.30pm at Gayhurst & Mandeville
on each school day where pupils are required to attend.

Policy written - March 2019

Next review date - March 2021