



HAWKINGE PRIMARY SCHOOL - Charging Policy

Policy Statement for activities during school hours

It is the policy of the governing body:

- to levy a charge for the provision of music tuition to pupils, either individually or in groups of four or less except where it is provided to fulfil any requirements specified in the syllabus for a prescribed public examination; or specifically to fulfil statutory duties relating to the National Curriculum
- to levy a charge for the board and lodging element of a residential activity. Governors will remit charges to parents in receipt of income support family credit, an income based job seekers allowance or disability working allowance in respect of any period wholly or partly comprised in the time spent on the trip where the education provided on the trip is education in respect of which no charge may be made.

For activities Outside school hours

To levy a charge for all activities provided outside school with the following exceptions:

- no charge will be made if the activity is an essential part of the basic curriculum,
- the board and lodging element of a residential activity will be remitted to parents in receipt of income support, family credit, job seekers allowance or disability working allowance
- education outside school hours other than education which is an essential part of the curriculum is defined in the Education Act as an 'optional extra' and participation will be on the basis of parental choice and a willingness to meet such charges as are made, and the agreement of the parents is therefore an essential prerequisite for the provision of optional extras for which charges are made.

For all activities

To request voluntary contributions from all parents for school activities in or out of school time which can only be provided if there is sufficient voluntary funding.

Remission

It is the policy of the governing body:

- to remit charges for board and lodging to parents in receipt of income support and family credit
- to delegate to the chairman and the headteacher the determination of any individual case arising from the implementation of the policy.

Monitoring & evaluation

The head teacher has the responsibility for monitoring and evaluating the implementation of the policy.

During school hours

Parents may make a voluntary contribution to:

- individual music tuition except where it is provided to fulfil any requirements specified in the syllabus for public examination; or specifically to fulfil statutory duties relating to the National Curriculum
- the board and lodging element of all residential trips and visits except in the case of pupils whose parents are in receipt of income support or family credit
- the cost of transport direct from home to an activity sanctioned, though not provided by the LEA or school
- the cost of ingredients or materials if parents have indicated in advance that they wish to own the finished product

Outside school hours

Charges may be made for 'optional extras' defined as falling wholly or mainly outside of school hours provided that the activities are not:

- to fulfil any requirements specified in the syllabus for a prescribed public examination
- specifically to fulfil statutory duties relating to the National Curriculum
- specifically fulfil statutory duties relating to religious education.

Participation in the optional extra activity is on the basis of parental choice and a willingness to meet the charges.

Note: The terms above do not prohibit charging for board and lodging except where parents are in receipt of income support or family credit.

The charges may include an element for:

- a pupil's travel costs
- a pupil's board and lodging costs, except where the parents are in receipt of income support or family credit, job seekers allowance or disability working allowance
- materials, books, instruments and other equipment
- non-teaching staff costs
- entrance fees to museums, castles, theatres, etc
- insurance costs
- the engagement of teaching staff specifically for providing the activity and supplying such staff with travel, board and lodging, providing that if they are employed by the LEA or governors, they are employed to provide individual music tuition and engaged on a separate contract for services to provide the optional extra.

The contract may take the form of a letter inviting the teacher to provide certain services for a specific activity taking place at a specified time, in return for payment of expenses and, where appropriate, a fee.

Charges for individual pupils may not:

- exceed the actual cost of providing the optional extra activity divided by the number of pupils willing participate
- include an element of subsidy for pupils whose parents wish them to participate but are unwilling or able to apply
- include the cost of alternative provision for more pupils who do not wish to participate, where a small part of the activity take place in school hours.

Voluntary contributions

The school may seek voluntary contributions for the benefit of the school or any school activities from parents to include the costs for accompanying teachers for any school activity but:

- such contributions are genuinely voluntary and there is no obligation on a parent to make any contribution
- pupils will not be treated differently according to whether or not parents have made a contribution
- parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant to support it.

There is no limit on the level of voluntary contributions sought.

The statutory minimum remissions policy must provide for complete remission of board and lodging charges to pupils whose parents receive income support or family credit if an activity takes place during school hours; or is out of school hours but covered by requirements relating to prescribed examinations syllabuses or duties relating to the National Curriculum or duties relating to religious education. The remissions policy must be kept under review by the governing body or LEA by whom it was determined.

Reviewed September 2008