



Bevington Primary School

Charging Policy

February 2018

1. Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

2. Consultation

The policy has been informed by The Governors Handbook and the DfE guidance "Charging for School Activities" (October 2014).

3. Summary

In summary, the Governors:

- Will not charge for any activities which take place in school time, apart from instrumental tuition (excluding voice tuition) for individual pupils or pupils in groups of up to four
- Will not charge for any activity which is part of the syllabus of a prescribed examination or is required to fulfill statutory duties relating to the National Curriculum or to religious education even if it is out of school time
- May invite parents and others to make voluntary contributions towards any part of the school's work
- May charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras;
- May charge for board and lodging on residential courses.

4. Key Points

- The Board of Governors may ask for voluntary contributions for school activities that are either wholly or mainly in the school session time and incur a cost to the school that is over and above the normal day to day expenditure.
- All charges or requests for voluntary contributions must comply with the law.

5. Admission

No charge is to be made for admission into any RBKC Borough Council school.

6. Education During School Hours

Where an activity is part of the syllabus of a prescribed examination or is required to fulfil statutory duties relating to the National Curriculum or to religious education, then charges may not be made for tuition, materials or transport. This includes out of school activities, and transport to swimming or other sports facilities.

The only area of school curricular provision for which a charge may be made is instrumental music

tuition for individual pupils or pupils in groups of up to four where that tuition does not form part of the National Curriculum or of a prescribed examination syllabus being followed by a pupil.

'School hours' are those in which the school is actually in session, not the break in the middle of the day.

A non-school organisation which arranges an activity to take place during school hours may charge parents who want their child to join the activity. Parents wishing their child to participate in the activity must obtain the school's permission for their absence from school.

7. Charges for Out of School Activities

An activity that takes place outside school hours cannot be charged for if it is an essential part of the syllabus of a prescribed examination or is required to fulfill statutory duties relating to the National Curriculum or to religious education. Any other activity which takes place wholly or mainly outside school hours, both day and residential, is defined as an 'optional extra' activity and can be charged for.

Charges for 'optional extras' outside of school hours may include:

- travel, board and lodging for pupils;
- materials, books and equipment;
- entrance charges to facilities;
- staff costs - both support and teacher costs;
- insurance.

With an 'optional extra':

Parents can choose whether their children attend or not;

- No profit can be included from any charges made – it is to be based on the actual cost of the activity divided by the number of pupils taking part;
- Charges on some cannot be used to subsidise others i.e. the cost will not include a share of the cost of any remissions
- If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions, general fund-raising and must be agreed in discussion with the Head Teacher
- A charge cannot be made for alternative provision for any pupils not attending.

For day activities, if most of the time spent is during school hours then the activities count as taking place entirely within school hours and no charge may be made. If most of the trip is outside school hours then a charge is allowed. Only the element of travel that takes place during school hours may be counted as part of the activity.

For residential activities, a trip counts as falling within school time if the number of sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. Each school day is normally divided into two sessions and each 24 hour period is divided into two half days beginning at noon and midnight.

The Board of Governors will decide if a charge is to be made.

School will charge for board and lodging on a Residential Visit with exemptions (see Remissions section).

8. Damage to Property

The Board of Governors reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

9. Voluntary Charges

Voluntary contributions in cash or kind may be made for activities taking place during or outside the school day. However no child is to be excluded because his/her parents/carers did not contribute to funds. It is permissible to warn parents in advance that unless a majority is willing to make a contribution, the activity will not take place.

10. Remissions

The Board of Governors does not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The Board of Governors will:

- Remit all charges otherwise payable by parents of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents meet the criteria for the 'benefits' that qualify them for free school lunch eligibility purposes.
- Give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instances pursuant to its charging policy

Ownership and consultation	
Document sponsor (role)	Headteacher
Document author (name)	Karen Matthews
Consultation	Cara Keane, Finance Manager

Audience	
Audience	All school-based staff and volunteers; Parents and carers

Version control	
Implementation date	February 2018
Review date	February 2021

Related documentation	<ul style="list-style-type: none"> ○ Finance Policy ○ Charging for School Activities, 2014 ○ Governor Handbook ○ Staff Handbook
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Review of Policy and Procedures

Bevington carries out a three-yearly review of this Policy, led by the Headteacher. This includes an evaluation of the extent to which this policy has been effectively implemented throughout the school. The Governors will remedy any deficiencies or weaknesses in addressing issues without delay and without waiting for the next policy review date, should any be necessary.