

ITEM 12  
**ASHBURY MEADOW  
PRIMARY SCHOOL**



**CHARGING POLICY**

October 2013

# ASHBURY MEADOW PRIMARY SCHOOL

## Policy for Charging and Remission

### School Activities

Where education is provided wholly or mainly during school hours, it should be free. It is not therefore possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums etc., during school hours.

### Voluntary Contributions

Parents/carers may be asked for voluntary contributions towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

If a particular activity cannot take place without some help from parents, this will be explained to parents during the planning stage. The essential point is that no pupil will be left out of an activity because his/her parents/carers cannot or will not make a contribution of any kind.

It may be necessary to state that the activity will not take place if parents are reluctant to support it. Contributions must, however, be genuinely voluntary. The terms of any request for contributions must be made clear:

a) that there is no obligation to contribute; and

b) that pupils will not be treated differently according to whether or not their parents/carers have made a contribution.

There is no limit on the level of voluntary contribution, which parents or others can make to school activities, nor is any restriction placed upon the use, which can be made of such contributions.

A fundamental principle of charging for school activities is that any charge made cannot exceed the cost of the provision. School cannot subsidise some pupils by "over charging" others.

The Governing Body wish to continue to promote and provide a wide range of activities, including visits as part of a broad and balanced curriculum. Activities requiring contributions will be arranged as far as possible in advance so that any payments may be spread over as long a period as possible.

### School Equipment

- Parents/carers are required to provide suitable clothing for P.E., games and swimming.
- There will be no charge for the use of any materials, books, instruments or other equipment for use in connection with education during school hours.
- Parents/carers may be asked to provide their children, voluntarily, with particular items
- No child will be disadvantaged by an unwillingness or inability to contribute in this way.
- All ingredients, materials and equipment needed for practical subjects, such as cookery or art and craft will be provided
- If a parent/carer clearly indicates a wish to own a finished product, the school may invite parents/carers to provide some items on a voluntary basis. Such provision could either be in cash or kind.

### **Musical Instrument Tuition**

Generally, there will be no charge for instrumental teaching in school where provided under the LEA provision. However, unlike other school activities, charges may be made for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a prescribed public examination syllabus being followed by the pupil (e.g. GCSE). A public examination entry fee may be charged if the examination is not on the set list, but the school arranges for the pupil to take it.

Parents/carers may be requested to make a voluntary contribution to offset the cost of replacement strings, reeds and minor repairs.

### **Education Partly During School Hours**

Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge can be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.) As an example, a long distance trip might involve much travel before and after normal school hours, but if the time spent at the destination fell mainly within school hours, the trip would count as happening in school time and be free of charge. By contrast, a trip which involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside school time. Charges would then be allowed and such activities will be considered as optional extras.

### **Residential Activities**

Special rules apply for residential activities. A trip counts as falling within school time in the number of school sessions missed by the pupils amounts to half or more of the number of 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. On this basis, a term-time trip from noon on Wednesday to 9pm on Sunday, would last for nine half-days, including five school sessions, and would count as taking place in school time. A trip from noon on Thursday to 9pm on Sunday would count as seven half days, including three school sessions, and would therefore be classified for charging as taking place outside school time. For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made either for the education or the cost of travel. However, charges can be made for board and lodging in these circumstances, except for pupils whose parents are receiving Income Support or Family Credit. The Headteacher will advise parents of the right to claim free activities if they are receiving these benefits.

The Governors do not wish to see pupils being disadvantaged because of their parents'/carers' inability to pay. In cases of family hardship, which may make it difficult for pupils to take part, every effort will be made by the school to subsidise the activity in part or in full.

### **Damage to school Property**

Parents/carers may be asked to pay for the cost of replacing broken windows, damaged furniture or other equipment and defaced or lost reading/library/text books especially where this occurs as a result of a pupil's behaviour. Each individual case will be investigated and a request for payment will be made at the discretion of the Headteacher.

This policy on charging pupils and remission was drawn up in accordance with Manchester's policy and the requirements of Section 110 of the Education Reform Act 1988 and subsequent guidance.

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