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<b>Approving Committee</b>	Exec
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<b>Version No</b>	<b>Date Approved</b>	<b>Reviewed By</b>	<b>Changes</b>
V1			None
V2	Nov 16	SLT	Updated charges information. Minor edits to wording
V3	Nov 19	MP	No changes
V4	Nov 21	CC	No changes
V5	5 March 25	Exec Comm	No changes

# St Andrew's C.E. Charging Policy

## Charges for School Activities

The Education Act 1996 outlines the activities for which charges can be made or voluntary contributions sought. The Charges for Music Tuition Regulations 2007 provide further advice in respect of charges in this area.

The Education Act 1996 gives schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours. No charge may be made for education during school hours. School hours do not include the lunch break.

School hours are;

Morning 8.55am to 12.00 (12.30pm in KS 2)  
 Afternoon 1.30pm to 3.30pm

The Governors will operate the following policy on charges and voluntary contributions;

The school will charge in the following circumstances allowed by the Act:

## Music Tuition

A charge will be made for the provision of music or vocal tuition given to pupils as individuals or in groups of an appropriate size during the school day at the request of the parent/carer, except where it is given to fulfil:

- statutory duties relating to the National Curriculum

The charges are available from the school office

### **There will be no charge for Looked After Children.**

The Governing Body reserve the right to cease tuition to an individual pupil where payment is not made for a number of consecutive weeks without the parent/carer advising of difficulty in payment in line with the schools remissions policy.

### **Materials**

Ingredients and materials for cooking and DT (Design and Technology):

- Materials will be charged for, or parents will be required to supply these, if the parents have indicated in advance a wish to own the finished product.

### **Residential Trips**

Any charge made in respect of a school trip will be set to recover the cost of the trip only; it will include no profit or provision for recovery from non-payment.

The Governing Body will ensure that if a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. Parents will be notified at the outset what the policy for allocating places on school trips will be.

### **Term-Time**

Where a residential trip takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made for the education or for the cost of the travel.

Charges will be made for board and lodging except for pupils whose parents receive;

- Income support
- Income-based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit
- The guaranteed element of State Pension Credit.

### **Outside Term-Time**

A charge will be made for a trip held outside school hours if it is not part of the National Curriculum, not part of a syllabus or for a prescribed public examination that the pupil is being prepared for at the school, and not part of religious education.

Charges may be made for all of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

### **Transport**

Schools **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 has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

### **Voluntary Contributions**

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, eg outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- the proposed activity may not take place unless a substantial majority of parents contribute
- It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay.

### **Remission**

It is the policy of the Governing Body:

- to remit charges for school activities to parents in receipt of income support and working family tax credit who have been unable to give a donation except for residential trips deemed to be 'outside school-time' which will be assessed on an individual basis
- to look at individual cases where parents/carers have been unable to give a donation
- to look at individual cases where parents/carers are unable to make payment for music tuition
- shortfalls for activities will be met from School Budget Share or Standards Fund where appropriate, if this is inappropriate then shortfalls shall be met from fundraising activities ie, School Fund.

### **Other Charges**

#### **Income from Donations**

From time to time the school will seek voluntary donations for specific purposes. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

#### **Income from Lettings**

A separate policy is in place for letting of school premises. The Finance Committee annually review and set charges made for use of school premises. The charges include actual caretaking costs and a premises charge. All staff responsible for collecting income are made aware of the current charge rates and are aware of VAT implications.

#### **Uniform/School PE Kit**

Uniform/PE Kit may be purchased from the school at cost price for convenience.