

# WEST DERBY SCHOOL



## CHARGING POLICY

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Next review date:	Summer term 2019
Signed:	S Graham (Headteacher)
Signed:	K Callant (For and on behalf of Governing Body)

## WEST DERBY SCHOOL - CHARGING POLICY

The Governing Body recognises that as a result of the 1996 Education Act there is no statutory requirement to charge for any form of education or related activity and that charging is prohibited except in certain circumstances at the discretion of the Local Authority or School Governing Body.

### **1. Education Activities taking place during school hours:**

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

#### **West Derby School cannot charge for:**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside of school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the child/young person is being prepared for at the school, or part of religious education
- For the cost of supply teachers to cover for those teachers who are absent from school accompanying children/young people on a residential visit.
- **West Derby School can charge for:**
- Board and lodging and the charge must not exceed the actual cost.

### **2. Transport**

#### **Schools cannot charge for:**

- **transporting registered children/young people to or from the school premises, where the local authority has a statutory obligation to provide transport;**
- **transporting registered children/ young people to other premises where the governing body or local authority has arranged for pupils to be educated;**
- **transport that enables a child/ young person 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.**

### **3. Voluntary Contributions**

**Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school**

**activities. However, if the activity cannot be funded without voluntary contributions, the school will make this clear to the parents at the outset. The school will also make it clear to parents that there is no obligation to make any contribution.**

**It is important to note that no child/young person will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund the visit, then it will be cancelled. We will make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.**

When making requests for voluntary contributions to the school funds, the school will ensure that parents are not made to feel pressurised into paying as it is voluntary and not compulsory.

#### **4. Charging for Adults**

The exact supervision ratio will be decided by the school's Educational Visits Policy, advice from the LA, as well as a result of risk controls identified in the visit or activity risk assessment. If adults/Group Supervisors are to be taken beyond these requirements they will not be directly or indirectly subsidised by the parents of the educational visit group. This does not preclude a Group Leader job-share being arranged so that part of the payment is agreed on a voluntary basis. Any free places being offered by a commercial company subsidising or funding a visit or activity will be taken by qualified / experienced members of staff who are directly contributing to the supervision ratios.

#### **5. Surplus Funds**

**If following an educational visit or activity there is a surplus of funds, the money will be returned as an equal share to each contributor, pro-rata for those that have made part payments, unless there is a clear declaration and written agreement (consent) on what the money will be used for. With written consent surplus monies would normally be placed in the school visit fund or used to support other ventures.**

#### **6. Entry for Public Examinations:**

6.1 No charge will be made for a pupil's first entry to any prescribed public examination for which the pupil has been prepared at the school, whether during or outside school hours.

6.2 Parents and pupils will not be required to provide or pay for any materials (excluding clothing) necessary for the purposes of examination entry.

6.3 No charge will be made for transport provided to enable a pupil to take such an examination.

6.4 Pupils will be entered for each examination in a syllabus for which the pupil has been prepared for entry by the school except where, in the opinion of the Headteacher, there are education reasons for not doing so.

6.5 Parents will be informed in writing as soon as it has been decided for which examinations pupils should be entered.

6.6 Where the preparation provided by the school would enable a pupil to take two or more prescribed public examinations in the same syllabus the requirement to enter a pupil applies to a single examination entry only. However, no charge will be made to the parents for a 'double' entry of a pupil if the school has prepared the pupil for the examination.

6.7 Where it is agreed to enter a pupil for a prescribed examination for which the pupil has not been prepared by the school, the full cost of the entry may be charged to the pupil or parents.

6.8 Where a pupil has, with parental agreement, been entered for a non-prescribed public examination a charge may be made for:-

- (a) entry fee
- (b) actual cost of any preparation provided by the school outside school hours.
- (c) costs relating to the school's teaching staff if the staff have been specifically engaged under a contract for services for the purpose of providing the optional extra.

4.9 Examination entry fees may be recovered from parents if a pupil fails without good reason to complete the requirements for any public examination for which fees have been paid by the school. Requirements may include coursework or the sitting of final examinations.

## **7. Music Provision:**

7.1 Charges will not be made for class music tuition during school hours.

7.2 Peripatetic music tuition, whether group or individual, will be provided free.

7.3 School reserves the right to terminate where lessons are missed, students refuse or fail to take part in school concert or if progress/commitment is unsatisfactory. This will always be done after consultation with the instrumental teachers and parents.

7.4 School insurance will cover loaned instruments in school and on the journey to and from school. Parents' own insurance must cover the cost of replace/repair, should damage occur outside these times. Advice will be given by the instrumental and music teacher. Insurance should be taken out for pupils' own instruments.

## **8. Voluntary Contributions:**

8.1 Any such contributions are genuinely voluntary and it will be made clear to parents if contributions are requested that;

- (a) there is no obligation to contribute
- (b) pupils will be treated the same whether or not their parents have contributed

8.2 If an activity cannot be funded without voluntary contributions, this will be made clear to parents in an initial letter indicating:-

- (a) the nature of the proposed activity and its education value;
- (b) the contribution per pupil which would be required if the activity were to take place;
- (c) the activity would not take place if insufficient contributions were not forthcoming.

## **9. Breakages and Costs:**

9.1 Parents may be asked to pay for the cost of any damage resulting from a pupil's misbehaviour.

9.2 Parents may be asked to pay for the replacement of any lost or damaged material in the care of the pupil.

## APPENDIX 1:

Communications to parents re: Charging and Remissions Policy

For activities which must take place to fulfil the curriculum the following form of words should be used:

'In order to cover the cost of the ..... a voluntary contribution of ..... per pupil is requested. There is no obligation to contribute and pupils will be treated the same whether or not a contribution has been received. However, a failure to receive such contributions could put financial restraints on other activities within this subject'.

For activities which are deemed educationally desirable but are dependent on funds totally from parent contributions, the following form of words could be used:

'This activity has been organised because ..... (reason).  
If this activity is to take place, a voluntary contribution of ..... per pupil is necessary. Unless sufficient contributions are forthcoming, the activity will not be able to take place and any contributions made will be refunded in full'.