



Introduction

The purpose of this policy is to ensure clarity for all in regard to which items the School *cannot* charge for, *can* and *will* charge for, and to ensure that a fair and honest approach is adopted towards activities for which charges *will be* made. The policy also sets out the circumstances where the School will provide an exemption for the whole or part of such charges. The policy has been informed by the most recent (May 2018) local and national guidance.

The school *cannot* and *will not* charge for:

- Admissions;
- Education provided *during* school hours (including the supply of any materials, books, instruments or other equipment). For clarity, the school day is defined as: 8.40am to 3.15pm and the lunchtime break does not form part of the school day.
- Education provided *outside* school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent or carer;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the School;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the School. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parent or carer.

The school *can* charge for:

- Any materials, books, instruments or equipment where the child's parent or carer wishes him/her to own them;
- Option extras (please see section below);
- Music and vocal tuition which has been provided at the request of the pupil's parent or carer.
- Certain early years provision;
- Community facilities.

Optional extras

Charges *can* and *may* be made for some activities that are known as 'optional extras'.

Optional extras are:

- Education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the School;or
 - c) part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the School;
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit;
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and

supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils *cannot* and *will not* exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. The charge *cannot* and *will not* therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge *cannot* and *will not* include the cost of alternative provision for those pupils who do not wish to participate. For example, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges *can* and *will* be made.

Voluntary contributions

When organising school trips or visits that enrich the curriculum and education experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions by the payment deadline we may need to cancel a trip. If a trip goes ahead it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent/carer is unable to make a contribution towards an activity then they must speak to a member of staff if they wish their child to participate in the activity.

The following is a list of additional activities organised by the school that invite voluntary contributions from parents. This list is not exhaustive.

- Visits to museums;
- Outdoor adventure activities;
- Theatre visits;
- Musical events;
- Specialised equipment;
- The costs of ingredients/materials for subjects such as cookery or design technology where parents have indicated in advance that they would like their child to bring home the finished product.

Music tuition

Charges *can* be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent or carer. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charges *cannot* be made if the tuition is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. A charge *cannot* be made in respect of a pupil who is 'looked after' by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Transport

Charges *cannot* be made 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 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.

Residential visits

Charges *cannot* be made for:

Education provided on any visit that takes place during school hours;

- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the School, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Charges *can* be made for:

- Board and lodging. The charge will not exceed the actual cost.

Parents or carers who can prove they are in receipt of the following benefits will be *exempt* from paying the cost of board and lodgings on residential visits:

- Income Support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- The guaranteed element of Pension Credit;
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190);
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit;
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Education partly during school hours

The School *can* charge for activities outside school hours. For clarity, the School day is defined as: 8.40am to 3.15pm and the lunchtime break in the middle of the day does not form part of school hours. A charge *can* only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Non-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential visits

If the number of school sessions taken up by the visit is *equal to or greater than 50%* of the number of half days spent on the visit, it is deemed to have taken place *during* school hours (even if some activities take place late in the evening).

For clarity, the school day is defined as: 8.40am to 3.15pm. Regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Example 1: Pupils are away on a trip from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place *during* school hours.

Example 2: Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place *outside* school hours.

Methods of payment

The school uses the ParentPay payment system through which parents can make payments for trips, school dinners, etc. online. Parents are issued with activation codes when their child starts with the school. Parents who do not have on-line access or a bank debit or credit card should inform the school in order that a barcoded letter may be issued which allows for cash payments at any shop displaying the PayPoint symbol (which then links into the ParentPay service). The school prefers not to accept cash payments at the office.

We always try to give parents as much notice as possible of forthcoming school trips and we always advise of the deadline for receipt of payment. Please help us by adhering to these as we also have deadlines for paying for the trip/transport.

For more expensive trips/residential visits we always offer parents the option of paying by smaller installments whenever convenient in order to spread the cost.

School dinners – Key Stage 2

Unless the pupil has registered and been accepted for free school meals, school dinners must be paid for in advance via ParentPay. We reserve the right to refuse to provide lunches for any child where payment has not been made in advance, though we will notify you in advance should we take this step. If payments are not made in advance for school dinners and your account falls into arrears, you will be expected to collect your child at lunch time to provide them with a meal. The school may take legal action to reclaim monies due.

Clothing

We ask parents to provide their children with school uniform and a P.E. kit. We make no charge for any other

specialised clothing used in school.

Absence

If a pupil is unable to make a school trip due to poor health, parents will be unable to claim refund on the charges for transport to the trip location. Refund of the charge for entry will be subject to the provider's terms and conditions.

Fundraising activities within school using outside companies

The School may use an outside company to provide a service/workshop that has a fee attached to the output from that workshop (e.g. an art exhibition or school photographs) or for which the school receives commission.

The school will inform parents about the activity prior to the activity taking place. All financial transactions will be dealt with away from the child, e.g. to buy a picture you will need to send money in an envelope the following day. There will be no incentivising in exchange for money.

Fundraising activities for charities

The School may from time to time take part in fundraising activities to raise funds for charities not connected with the school at the discretion of the Headteacher (e.g. sponsored events, performances). No child will be treated differently for not taking part in the activity or contributing financially or otherwise. The Classroom Teacher may collect financial or other contributions in an open classroom, but will do so in such a way as to not cause embarrassment to any child.

The School may from time to time advertise fundraising activities connected with The William Read Primary School PTA. This may be done via the Classroom Teacher, assembly, pupil representatives, leaflets and posters etc. The PTA are wholly responsible for the event or activity and selling entry tickets per their Ticket Policy.

Advertising for extra curriculum and out of school activities

Advertising via leaflets in book bags or attached to the school newsletter is at the discretion of the Headteacher and is usually related to child or family activities/events. The school takes no responsibility for any such organisation or the service they provide. Most organisations make a small donation to the school in exchange for the school publicising their activity/event.

Outside organisations may at times offer free workshops to inform children of their services. Parents will be informed of the service the organisation provides or the opportunities available to children and that there is a cost attached to it as soon as is reasonable, and where appropriate how much the cost is. No child will be excluded from the event if they do not wish to use the services of the organisation.

Charging for use of school premises

No charge will be made for use of school premises by William Read Primary School and Nursery during school hours.

The school will levy appropriate charges to individuals and organisations hiring the school premises outside school hours.

Appropriate charges may be levied to other schools, organisations and individuals for the use of school premises outside school hours at the discretion of the Headteacher