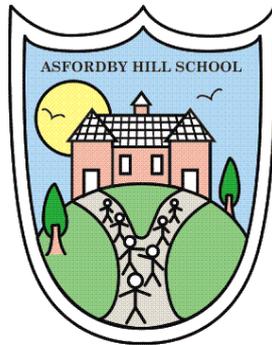


The Asfordby Hill School



CHARGING POLICY

This Policy Links With: Financial procedures Pupil premium Policy Equal Opportunities	
Recommended:	
Statutory:	Yes
Date Reviewed:	Autumn 20
Date of Next Review:	Autumn 22
Committee Responsible for Review:	Finance, Staffing & Audit
Signature of the Chair of Governors:	

Introduction

The Education Act 1996 (Sections 449-462) sets out the law on charging for school activities. It states that schools have a duty to provide parents with information regarding the charges that can and cannot be made for the services and activities provided by the School.

Asfordby Hill believes that a full and varied education should be available to all students. The school recognises that for many families, well organised activities are welcomed as they offer the opportunity for children to participate in activities that would otherwise be unavailable or would be too costly to provide outside of the school setting.

Aim

The aim of this policy is to set out what charges will be levied for activities, the circumstances under which voluntary contributions will be requested from parents and what support is available to parents on low incomes and /or in receipt of benefits.

Responsibilities

The Governing Body of the School are responsible for determining the content of this policy and the headteacher is responsible for ensuring that it is implemented.

Prohibition of Charges

Under the current legislation, Asfordby Hill **cannot charge** for the following:

- education provided during school hours including the supply of any materials, books, instruments or other equipment
- education provided outside school hours (including trips), 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;
- tuition for students learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination or examination re-sit, if the student has been prepared for it at the school;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered students to or from the school premises, where :
 - there is a statutory obligation to provide transport;
 - the Governing Body/LEA has arranged for a student to be educated;
 - transport enables a student to meet an examination requirement when the student has been prepared for that examination at the school;
 - transport provided in connection with an educational trip.

Publication of Information

A summary of this policy will be included in the School Prospectus and will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

The school **can** charge for the following:

(a) any materials, books, instruments or equipment, that the student's parent wishes them to own

(b) music and vocal tuition, **if** this is **not** part of the National Curriculum or a public examination syllabus

(c) Optional Extras. Charges may be made for :

(i) travel

(ii) materials and equipment

(iii) non-teaching staff costs

(iv) teaching staff purely employed for this purpose

(v) entrance fees

(vi) insurance costs

(vii) board and lodging on residential visits activities

if the activity is wholly or mainly outside school hours and is **not** part of the National Curriculum, part of a public examination or part of religious education

(d) examination entry fees where the student has not been prepared by the school

(e) breakages and replacements as a result of damages caused wilfully or negligently by pupils

(i) extra-curricular activities and school clubs.

Support to Families on Low Incomes

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips that are part of the curriculum. The relevant support payments are:

a) Income Support;

b) Income Based Jobseeker's Allowance;

c) Support under part VI of the Immigration and Asylum Act 1999;

d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income does not exceed the threshold set by HMRC for the financial year in question.

For other school activities, parents in receipt of the above are charged 25%

The School holds a limited amount of discretionary funds, which may be used at the request of an activity organiser, in consultation with the Educational Visits Co-ordinator and the headteacher, to offer top-up funding for individual students in cases of proven hardship.

Pupils who receive Pupil Premium funding are supported at the discretion of the Head teacher and governors

Leaders of educational trips, whose cost exceeds £250 per student, are required to ensure that adequate time is allowed (6-10 months) for parents to raise the funds.

Voluntary Contributions

Parents will be invited to make voluntary contributions for the benefit of the school for the following activities:

- a) Food and Design Technology, where the finished product is to be taken home.
- b) Trips - if an activity can not be funded without these contributions, this will be made clear at the outset. If insufficient voluntary contributions are raised to fund an activity, then it will be cancelled.

Any request made to parents will specify:

- 1) that the contribution is genuinely voluntary and that they are under **no obligation to pay**; and
- 2) that children will **not** be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of the voluntary contribution is delegated to the headteacher and is dependent upon the activity.

Voluntary contributions will be used solely to support the cost of the activity or to maintain the level of curriculum resources.

Lettings of the School Premises

Lettings of the school premises will be charged in line with the LA recommended scale of charges as advised in Admin Memorandum No.17. (latest version 2009 attached)

Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout the school. The Governing Body will review the policy bi-annually, unless there are significant changes in the interim period.