



# Charging Policy

## Introduction

The Governing Body of The Clare School, in line with Norfolk County Council's Charging Policy (<http://www.schools.norfolk.gov.uk/School-management/Site-management/Shared-use-of-school-premises/index.htm>) under The Education Reform Act (1988), asks parents of pupils to make voluntary contributions as outlined below for certain activities. Some of these charges may be offset wholly or partially by the school from funds specifically allocated for such activities or by donations.

The essence of the School Policy is that no charge is made for an activity, which is an essential requirement of the curriculum; however, voluntary contributions can be asked for where appropriate.

## Calculation

This is based on entrance fees, subsistence costs, and any other costs incurred on the individual pupil's behalf. Transport costs for authority vehicles are paid by the School. Any charge for hired vehicles should be shared between pupils as outlined in the above paragraph.

The level of voluntary contribution should be included in the letter sent to parents about the proposed visit as follows:

*"I should like to ask whether you will make a voluntary contribution of £x.xx towards the cost of the visit. Whilst no pupil will be excluded if a parent is unwilling or unable to pay, the visit will not be able to take place if there are insufficient voluntary contributions."*

There should also be some indication of the educational value of the visit in the letter where appropriate. It is expected that most visits will have an educational value in terms of the National Curriculum, but there will be some where the value is essentially social or pleasure and these would generally fit into the P.S.H.E. curriculum.

If there are any problems regarding the payment of voluntary contributions, organizers should see the Headteacher before any decision about the viability of the visit is made.

## **Skills for Living & Technology**

Where materials are required for a lesson, the School must provide them free of charge except where the finished product can be taken home and eaten/used by the family or consumed at school. In this case, the parent can be asked to either provide the materials or to send in money to cover the cost. Parents cannot be obliged to do this, but if they do not, the finished product should not be sent home.

## **Public Examinations**

The LA pays for all entries to public examinations. No charge is made to the pupil or parents except as stated in the LA charging policy. Parents will be required to pay examination fees in the following circumstances:

1. Where the pupil is entered for an approved public examination for which he/she has not been prepared by the School (e.g. if the parents of a child who has not studied French wish the child to be entered for an examination in it, they will be required to pay the entry fee).
2. Where, at the request of the parent, a pupil is entered for more than one examination in the same subject, the parents will be required to pay any entry fee after the first one.
3. Where a pupil is entered at the request of the parents for an examination which is not on the approved list.

The charges for the above will include the actual entry fee plus the actual cost of any preparation for the examinations outside school hours (excluding staff costs unless the staff involved have been specifically engaged for the purpose).

4. If a child fails without good reason to complete the examination, for which the School or the LA has paid the entry fee, the parents will be required to pay the fee.

## **Day Trips**

Voluntary contributions will be invited to cover the cost of the trip. No pupil will be excluded if parents are unable or unwilling to contribute, but if there are insufficient voluntary contributions, the trip will not happen.

## **Ingredients & Materials**

Parents will be asked to pay for ingredients and materials needed for practical subjects (such as Life Skills, Art and Craft, Design and Technology) where they say in advance that they wish to receive the finished product.

## **Travel**

Parents will not be asked to contribute to the cost of travel when a pupil makes use of transport provided by the Council or if the activity is part of the curriculum but they may be asked to contribute if it is a special activity.

Parents will also be asked to contribute if the pupil travels direct from home to an activity approved of, but not provided by, the Council, or the School. So if, for example, a pupil goes from home by public transport to a work experience placement, the parents will be expected to pay the fare.

## **Music Tuition**

Where music tuition is offered and is neither part of the syllabus of an approved public examination, nor part of the National Curriculum, or provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme, a charge will be made to include the cost of the teacher, the cost of sheet music and the hire (including maintenance and insurance) of the instrument. No charge will be made in respect of a pupil who is looked after by the local authority.

## **Residential Trips**

A residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than 50% of the number of half days taken up by the trip.

For example:

Pupils are away 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.

The school **cannot** charge 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, part of a syllabus for a public examination 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.

The school may ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

Children of parents unwilling or unable to contribute will not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity will be cancelled. We will make parents aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

### **Board & Lodging**

Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge will not exceed the actual cost.

Remission of charges. Only parents who are in receipt of Universal Credit (when fully rolled out), Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents receiving the above benefits should apply in confidence to the Headteacher.

### **Activities outside school hours**

A charge can be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

### **Use of School premises by outside bodies during school hours**

Should the School make part of its premises available to outside bodies during the school day: such

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

### **Board & Lodging**

Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge will not exceed the actual cost.

Parents who are receiving Income Support or Family Credit cannot be charged for board and lodging for activities which take place wholly or partly in School hours. They will, however, be charged for board and lodging in relation to activities which take place wholly outside school hours except if they are in connection with an approved public examination, they form part of the National Curriculum or they fulfil a statutory duty in relation to Religious Education. Parents receiving Income Support or Family Credit should apply in confidence to the Headteacher.

### **Activities outside school hours**

A charge can be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

### **Use of School premises by outside bodies during school hours**

Should the School make part of its premises available to outside bodies during the school day: Such arrangements apply to pre-school playgroups, community uses etc. The following summarizes the principles, which should apply to use.

- Any use of school premises by outside bodies during the school day should be carefully managed so as not to inhibit the smooth running of the establishment; the fundamental purpose of any school is to ensure the proper education of its pupils.
- As the Local Authority already provides funding for use of the premises during the school day and as such there cannot be any subsidized lettings for part of the school premises during this time.

The school cannot enter a contract to lease part of the premises during the school day

- Where the school wishes to arrange a long-term use for part of its premises by a third party, then negotiation and the arrangement for a lease will be made through the LA.
- Schools can fix their own level of charge.
- Guidance on the use of school premises by pre-school or out of school groups is contained in the leaflet attached as Annex V to the following LA policy guidance paper here:

<http://www.schools.norfolk.gov.uk/School-management/Site-management/Shared-use-of-school-premises/index.htm>

### **The Hire of LA maintained school premises**

Should the School wish to hire part of the premises to an outside organization, then the relevant Policies and Procedures to be followed are to be found here:

<http://www.schools.norfolk.gov.uk/School-management/Site-management/Shared-use-of-school-premises/index.htm>

Schools can fix their own level of charge and covers caretaking, cleaners, energy costs and wear & tear. The actual charge to be levied is left to the Headteacher's judgement. The LA Administrative Officer may be consulted to provide further advice, if required.

### **Refunds**

Refunds for school facilities not used or for bookings cancelled will be returned within 28 days to outside organizations less any costs incurred by the school. The Clare School reserves the right not to return booking fees if facilities are cancelled at short notice (within 48 hours of the actual booking start date). Refunds to parents for voluntary contributions will not be made unless no cost has been incurred by the school.

This policy will be reviewed in Autumn 2020.

Signed .....  ..... Headteacher

Signed .....  ..... Governor