



## Charging Policy

<b>Source</b>	<b>Newlyn School</b>
<b>Date written</b>	
<b>Reviewed on</b>	<b>Feb 2023</b>
<b>Next review date</b>	<b>Feb 2024</b>
<b>I confirm that this policy has been reviewed and adopted by the Governing Body of Newlyn School.</b>	
<b>Mrs P. Williamson Chair of Governors</b>	<b>Date 6.2.23</b>

## Charging Policy

This Charging policy for Newlyn School is in line with that of the Children's Service Authority (CSA) guidance on charging for various school activities. This policy is drawn up in accordance with the requirements of section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002.

There are four principles underlying the provisions on charging:

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. Schools have 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.

Governors of schools have to state their policy on charging and meet the requirements of the law.

### The Governors

Recognise that there are a number of activities which will only take place if parental contributions are available but no child should be excluded from any activity organised by the school because of the liability or unwillingness of their parents to pay such a contribution.

### **Optional visits wholly or mainly outside school hours**

It is the intention of the governors to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals.

School visits outside school hours will only proceed if all those who wish to go pay the full costs.

### **Visits wholly or mainly during school hours**

Parents/carers will be invited to make a voluntary contributions toward the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance and admission.

### **Governor's decision needed here.**

On the basis that they will set aside monies to cover the cost for those parents who wish their child to go on the visit but who are unable or unwilling to make a voluntary contribution.

### **Board and lodging charges on residential visits**

It is the intention of the governors to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours, or if out of school hours, provided as part of the syllabus for a prescribed public examination or required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

Where the parents are in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,190 (April 2011 figure), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance, the board and lodging charges must be remitted, and this cost will have to be met from within the school's funds i.e., for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities).

The costs of transport, insurance, admission charges, etc. incurred during residential trips may not, however, be charged, although voluntary contributions may, of course, be requested and could become a necessary prerequisite for the visit taking place.

The effect of the restriction on charging and of the fact that a child may not be prevented from going on a visit during school hours if the parents are unwilling or unable to make a voluntary contribution to expenses other than for board and lodging may lead to certain visits becoming unviable unless the governors set aside monies to cover the deficit.

### **Individual tuition in the playing of a musical instrument**

Where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge may be made to pupils concerned.

### **Charges for ingredients, materials and equipment**

Newlyn School will be prepared to provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents who are willing to contribute in cash, or in kind, will be encouraged to do so on a voluntary basis. The school may charge for, or invite parents to supply, ingredients, materials and equipment if parents have indicated in advance a wish to own the finished product.

### **Recovery of unpaid charges**

Sums payable by parents for optional extras to which they had agreed, or for board and lodging, are recoverable as civil debts once all other avenues have been tried.

*Communications with parents -See appendix A – Pre trip letter requesting voluntary contribution.*

The cost of providing for pupils who choose not to go on a visit which takes place partly in school time must be met by the school or be included in the voluntary payment by parents of children participating in the visit and may be included as part of a charge for board and lodging.

*Definitions see appendix B*



## Appendix A

### Proposed Visit to.....

I am writing to let you know that we are planning a school visit which your son/daughter may be involved in. The visit is to (insert destination) and will take place on/between (insert dates). The estimated cost for each child is £ (insert cost) and this includes the cost of travel/board and lodgings/admission charges.

Section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002 permits the school to make a charge only for the board and lodgings costs for this visit unless you receive one of these benefits: income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,190), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance. Should you receive one of these, you may not have to pay the board and lodgings charge and this can be checked after you complete and return the attached tear-off slip.

As the school does not have the funds to cover the costs of travel/admission charges, I must ask **all** parents to make a voluntary contribution to cover these costs. Should all the other parents of pupils wishing to go on the visit be willing to cover the costs involved, including voluntary contributions where appropriate, I will be writing to you again with a request for your contribution before making firm arrangements. Without this financial support, I regret that the visit will not take place.

I would be grateful if you could complete the tear-off slip and return it to the school as soon as possible.

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Please return to (teacher/headteacher) by (insert date).

Name of Pupil..... Class/Form/Tutor Group.....

Proposed Visit to.....

I am willing/not willing\* to pay in advance the board and lodgings charge of £ (insert amount) for the above visit.

I am/am not\* eligible for remission of the board and lodgings charge.

I am willing/not willing\* to make a voluntary contribution of £..... to cover the travel/admission costs involved.

\*Delete as appropriate.

## Appendix B

The most important definition concerns whether an activity takes place within, or out of, school hours.

If the number of school sessions missed by the pupils is less than 50% of the number of half days taken up by the activity, the activity is deemed to take place outside school hours. If the number of school sessions is 50% or more of the number of half days, the activity is deemed to take place during school hours.

Numbers of half days, or of school sessions, are to be rounded up as follows:

Where 6 or more hours in a half day is spent on a residential visit the whole of that half day counts as having been spent on the visit; where half or more of a school session is devoted to a residential visit the entire session counts as having been spent on the visit.