

## HERTFORD VALE C. E PRIMARY SCHOOL.

### Charging Policy

#### INTRODUCTION

This policy was written using the guidance provided by the Fair Access Division of the DFE and complements the information given in 'The Governors Handbook' Section 7.5. This guidance accurately reflects the terms of the Education Act, 1996.

#### EDUCATION

The Governing Body of Hertford Vale CE Primary School, **cannot** charge for:

- An admission application;
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed examination that the pupil is being prepared for, or part of religious education.;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.

The Governing Body can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see below)

#### OPTIONAL EXTRAS

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. 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;
  - 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 that is not 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 lodgings for a pupil on a residential visit.

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;
- 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:
- The cost, or a proportion of the costs, for teaching staff, employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must 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 case where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, 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 pre-requisite for the provision of an optional extra where charges will be made.

#### VOLUNTARY CONTRIBUTIONS

Nothing in legislation prevents Hertford Vale CE Primary School, or the local authority, 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 governing body or Headteacher should make this clear to parents at the outset. The governing body or Headteacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should 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 a visit, then it must be cancelled. We must make sure that this is made clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. We should make it clear to parents at the outset our policy for allocating places on school visits.

When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and **not compulsory**.

## RESIDENTIAL VISITS

Hertford Vale CE Primary 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, 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.

We **can** charge for:

- Board and lodging and the charge must not exceed the actual cost.

When we inform parents about a forthcoming visit, we will make it clear to parents – who can prove they are in receipt of the following benefits – they will be exempt from paying the cost of board and lodging:

- Income Support (IS)
- Income Based Jobseekers' Allowance (IBJSA)
- Income Related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190.
- The guarantee element of State Pension Credit;
- A 'Run –on' of Working Tax Credit – they payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

## MUSIC TUITION

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act, 2006, introduced a regulation-making power which allowed the DFE to specify circumstances where charging can be made for music tuition. The new regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may be made for teaching either an individual pupil, or groups of pupils of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be

made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

#### TRANSPORT

We **cannot** charge 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 education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school;
- Transport provided in connection with an educational visit. A voluntary contribution can be asked for.

#### CHARGING FOR THE HIRE OF PREMISES

All or part of the School premises may be hired for community use which involves the use of the school for other purposes not funded by the school's budget. Activities organised by the LEA will be covered by the Scheme of Recompense for Directed Community Use, for example Adult Education classes and Music Service activities.

All other private hirers who use the school's premises must sign a standard Application to Hire Education Premises Form. These carry a statement of regulations relating to the use of education premises and are available from the school office. The hirer must provide proof of public liability insurance.

Private hirers will be charged a rate that at least covers the costs of letting the premises so as to ensure that community use activities are not funded by the school budget.

Current rates (to be applied from 1<sup>st</sup> April 2014) for the hire of the hall and/or mobile, including other areas of the school as appropriate are as follows:

- £15.00 per session for Hertford Vale Playgroup from Sep 2016 (temporary reduction to £5.00 per session due to decrease in numbers for one term), to be reviewed annually.
- £20.00 per hour for all other hirers.
- All of these rates are inclusive of heating and lighting.
- These rates will be subject to annual review by the Governing Body in March and applied from 1 April in each year.

## CHARGES FOR PHOTOCOPYING & STAMPS

- The costs will be as follows:  
Photocopying/printing @ 0.05 per sheet (black & white)  
Photocopying/printing @ 0.10 per sheet (colour)
- Postage costs from April 2015:  
Postage 1<sup>st</sup> Class 64p  
Postage 2<sup>nd</sup> Class 55p  
Postage 1<sup>st</sup> Class Large Letters 96p  
Postage 2<sup>nd</sup> Class Large Letters 75p

## HERTFORD VALE CE PRIMARY SCHOOL

- a) The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

- b) The Governing Body reserves the right to charge in the following circumstances for activities organised by school:
- The cost of all activities MAINLY OUTSIDE SCHOOL HOURS which are optional extras, i.e. Evening trips and weekend visits.
  - The cost of any board and lodging in any residential visit in school time or in any visit that takes place as part of the National Curriculum, as well as a voluntary contribution towards the cost of transport.
  - The cost of ingredients and material (or require them to be provided) if the parents have indicated in advance that they wish to have the finished product.
- c) Where a pupil's parents receive income support or Child Tax Credit the Governors will remit the cost of any board and lodging in any residential visit. A voluntary contribution towards the cost of transport will be asked for.
- d) Activities that take place inside school hours or as part of the National Curriculum will be completed dependent on voluntary contributions and this will be stated to parents. Such contributions will determine whether an activity is viable.

- e) The Governors will request parents to pay for the cost of replacement or repair of equipment or of premises broken or damaged deliberately by pupils either during or out of school hours.
- f) The remission policy for charged activities will operate at the statutory minimum.
- g) The Governors reserve the right to amend this policy from time to time.
- h) The school's hours as referred to in this statement are 9am until 3.30pm on each school day where pupils are required to attend, as from September 2013 the school day will finish at 3.20pm.

June 2016