



ENGLEFIELD CE PRIMARY SCHOOL

STATEMENT ON CHARGING FOR SCHOOL ACTIVITIES

Sowing the seeds for a flourishing future

Purpose and background

No pupil should have their access to the curriculum limited by charges. Our school will maintain a fair and coherent system of charges and remissions and will comply with 'Charging for School Activities' (DfE May 2018), as well as the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 and the Education (Prescribed Public Examinations) Regulations 1989. This statement also covers the school's policy for charging for information under the Freedom of Information Act 2000 ("FOIA").

<https://www.gov.uk/government/publications/charging-for-school-activities>

Practice & Procedures

1. Charges:

A - Activities that are AN ESSENTIAL PART of the national curriculum, religious education, or which take place during school hours

It is not normally possible to charge for these activities.

The school will make a charge where the law permits it for:

- 1.1 the cost of board and lodging for all residential activities subject to full remission being given to those students whose parent is in receipt of the following benefits:
 - 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 are not also entitled to Working Tax Credit
 - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
 - Universal Credit
- 1.2 musical instrument tuition, if the teaching is not an essential part of the national curriculum, i.e. it is a lesson the parent has requested;
- 1.3 activities that take place during lunch breaks;
- 1.4 any charges levied by the Local Authority for services that it provides whilst applying the remission arrangements that the Authority considers appropriate;
- 1.5 materials used in the production of an article where the pupil's parent has indicated in advance that he/she wishes the article to be owned by the pupil (N.B. where a parent does not take up an offer to pay for materials in such circumstances then the pupil shall undertake the exercise but not be allowed possession of the article on completion)

B - Activities available to our pupils that take place outside, or mainly outside, school hours that are NOT AN ESSENTIAL PART of the national curriculum or for religious education

(Definition: Activities are deemed to take place mainly outside school hours if more than 50% of the time spent on the activity occurs out of school hours. Time spent on travel is included. School hours do not include the break in the middle of the day.)

A charge may be levied in order to support the wide range of additional extra-curricular activities arranged by the school. The organisers of activities will normally charge to cover the costs of:

- travel, board and lodging;
- materials, books and equipment;
- teaching costs including supply cover;
- associated administrative and support staff costs;
- tickets and entrance fees.

For an extra-curricular activity, the charge should be set to cover the direct cost per student, fixed overhead costs and where appropriate, an allowance for a contingency to cater for any reasonable unforeseen shortfall in income or increase in expenditure.

2. Voluntary Contributions:

Where a charge cannot be made, parents may be asked to make voluntary contributions for any visit, activity or journey organised by the School and approved by the Governors. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions, the School reserves the absolute right to determine whether the level of voluntary contribution is sufficient to enable the activity to take place.

No student shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute.

3. Remissions:

The Governors will apply the statutory minimum remissions to any charges they make: that is in respect of pupils whose parents are in receipt of income support or income based job seekers allowance. Any further remission of charges will be at the absolute discretion of the Senior Management Team and will be reported to the governing body's Finance Committee.

4. Breakages:

The Governors reserve the right to ask parents to contribute to the cost of repair or replacement of books, equipment or material broken, lost or damaged as a result of their child's negligence or deliberate act.

5. Information

In accordance with the school's Publication Scheme on information available under the FOIA, single copies of information will be provided free of charge unless specifically stated otherwise in the Publication Scheme. The costs of providing greater quantities of information may be charged to the recipient, these to be advised prior to the request for information being fulfilled. The decision to charge will be at the discretion of the Headteacher, except that where the costs exceed the "Threshold" as defined in the FOIA, the charge will be determined in line with the formula prescribed by the Act.

Financial Procedures

In all cases, the financial arrangements for activities are made using the School Fund. The organiser is expected to have presented a budget for the activity and any unforeseen surplus, usually arising from the retention of any contingency, shall be apportioned in accordance with the School Fund Policy.

Management of Policy

<i>School:</i>	This policy is implemented and managed by the Headteacher and all school teaching staff.
<i>Governing Body:</i>	The Governing Body (led by the Finance Committee) will monitor, review and update this policy.
<i>Review:</i>	This policy will be reviewed in accordance with the agreed cycle of review or whenever there is a need to comply with new legislation or codes of practice.
<i>Approved:</i>	Summer 2024
<i>Next Review:</i>	Summer 2026 (every 2 years)

Associated documents

Financial Management
Publication Scheme on information available under the FOIA
Confidential Reporting (Whistleblowing)
School Fund
DfE Advice on Charging for School Activities, May 2018