



GOVERNORS' CHARGING POLICY

(Statutory Policy)

(Resource Management Committee)

(Approval by Resource Management Committee – 3 Year Review Cycle)

Date to be implemented from:	18 th March 2021
Date to be reviewed by:	18 th March 2024
Date Reviewed by Sub Committee:	9 th March 2021

Approved by:

Signed: (Chair – Resources Committee)

(Print Name)

Date

This Policy supersedes any previous Policy of this name or instructions that pre-date this edition.

This Policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this School.

1 Policy Statement

1.1 St Andrew's School affirms that individuals are entitled to equal rights, responsibilities and opportunities. The School strives to ensure that all individuals are equally valued and everyone is treated with respect.

1.2 St Andrew's School will meet its legal requirement to have a Charging Policy and meet any other legislation or requirements to ensure a fair environment for pupils, staff, parents/carers and visitors.

1.3 The Policy will be readily accessible within the School on the Website and in hard copy on demand.



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2 Reviewing the Policy

2.1 Reviewing the Policy – St Andrew's School will assess the implementation and impact of this Policy on a continuous basis and undertake a regular formal review on an annual basis to ensure it is fit for purpose.

3 School Vision

3.1 Our vision is to be an outstanding school built upon Christian values within a loving, diverse, multi- faith community.

3.2 Our parents/carers, children and staff will work together to enable all children to:

- achieve their potential
- learn in a safe, stimulating environment
- play an active role in our community
- enjoy learning now and in the future

4 Purpose of Policy

4.1 At St Andrew's School, the Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards the personal and social education of the children. St Andrew's will ensure that they inform parents/carers on low incomes and in receipt of benefit of the support available to them when being asked to make contributions towards the cost of School visits.

4.2 The Governors of St Andrew's School aim to promote and provide such activities both as part of a broad and balanced curriculum for the children of the School and also as additional optional activities.

4.3 St Andrew's will comply with the distinctions in charging set out by Law.



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5 Aim of Policy

5.1 The aim of this Policy is to give clarity regarding what may be charged for and what is prohibited to charge for.

5.2 This Policy provides a framework that translates the values and aims of the School regarding the pursuit of a broad and balanced curriculum and additional optional activities on offer.

6 Definitions

6.1 Sections 449 - 462 of the Education Act 1996 sets out the Law on charging for School activities in Schools maintained by LAs in England.

6.2 The National Curriculum cannot be charged for – whether it provided within the School or beyond the classroom (eg. field trips, geography or maths surveys within the local area.)

6.2.1 Governing bodies and LAs **cannot charge** for:

- an admission application to any state funded School
- education provided during School hours (including the supply of any materials, books, instruments, tablets or other equipment);
- education provided outside School hours if it is part of the NC, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the School, or part of religious education
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
- entry for a prescribed public examination, if the pupil has been prepared for it at the School and/or examination resit(s) if the pupil is being prepared for the resit(s) at the School
- transporting children in connection with an educational trip



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6.2.1 Governing Bodies and LAs **can charge** for:

- any materials, books, instruments, or equipment, where the child's parent/carer wishes her/him to own them
- music and vocal tuition if requested by the parent/carer
- certain early years provision
- community facilities (Schools can charge for the use of these facilities and a profit can also be generated, providing it is spent on the purposes of the School and or on community facilities)

6.2.2 optional extras:

- This is education provided outside of School time that is not part of the NC, not part of a syllabus for a prescribed public examination that the pupil is being prepared for in School or part of religious education,
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the School
- costs related to providing additional written materials for non-state funded school applications
- transport (other than transport that is required to take the pupil to School or to other premises where the LA/Governing Body have arranged for the pupil to be provided with education)
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (for example breakfast club, after School clubs, tea and supervised homework sessions).

6.2.3 Schools can consider the costs of any materials, books, instruments, or equipment provided in connection with the optional extra when arriving at a final cost per pupil

6.2.4 Schools may also quantify what is the percentage of time given over by staff to prepare and deliver the optional extra and any buildings costs

6.3 Parents/carers are expected to pay for extended day services in advance of booking.

Where a parent still owes the school significant amounts of debt for extended day services, the governing body require full reimbursement of such fees before a Residential visit takes place (Yr5 and Yr6).



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6.4 Nothing in legislation prevents a School Governing Body or LA from 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/carers at the outset. The Governing Body or Headteacher must also make it clear to parents/carers that there is no obligation to make any contribution.

6.5 Participation in any optional extra activity will be on the basis of parental/carer choice and a willingness to meet the charges.

7 Basic Principle

7.1 No child should be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay.

7.2 If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. St Andrew's will make sure that they make this clear to parents/carers at the outset.

7.3 If a parent/carer is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. St Andrew's School will make it clear to parents/carers at the outset what their Policy is for allocating places on School visits.

7.4 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.



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8 Procedures

8.1 When making request for voluntary contributions to the School funds, parents/carers will not be made to feel pressurised into paying as it is voluntary and not compulsory. St Andrew's School will avoid sending colour-coded letters to parents/carers as a reminder to make payment into the School or maintenance funds. St Andrew's School will also ensure that Direct Debit or Standing Order mandates are not sent to parents/carers when requesting contributions.

8.2 Although there is no obligation on any family to pay, the Governors reserve the right to request voluntary contributions for the following:

- Board and lodging for residential trips of one or more nights away from home
- Music tuition that is not prescribed as part of the NC. – charges will be made for music, instrumental hire and tuition
- Transport, entrance fees and educational fees out of School hours ie. optional extras. The consent of parents/carers and a willingness to meet extra charges will be sought before any bookings are finalised
- Activities during School hours including visiting theatre groups, day visits and School journeys. The contribution requested will not exceed the cost of the provision as no pupil should subsidise any other pupil
- The cost of materials, ingredients, (or the provision of them by parents/carers) for the following subjects eg. art and crafts, needlework or cookery when there is a finished product and the parent/carer has indicated in advance that they wish their child to bring home the finished product. It will be the responsibility of the parent/carer to let the School know that they do not wish to own the end product where the request for ingredients or materials are made
- Examination fee(s) if the registered pupil has not been prepared for the examination(s) at the School
- Damage to or loss of books and or School equipment



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- Wilful damage to School property

Legal opinion is divided but generally suggests that a parent/carer would not usually be liable if their child injures someone or damages something by accident. It would have to be proved that child had caused an accident through failing to take 'reasonable care' and so had been negligent. The decision is partly based on the age and understanding of the child. The parent/carer is not automatically liable for the child's negligence and would only be liable if it could be proved that the parent /carer themselves was negligent. However, parents/carers may well make a voluntary contribution where they believe paying for damage would add to the learning of what is acceptable behaviour is to their child and helps children learn about taking responsibility for their actions. The decision to request/pay contribution may also be influenced by whether the act was seen to be accidental or reckless. Schools also must consider their role regarding supervision before seeking contributions for damage or breakages.

8.3 Governors reserve the right to levy charges 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.

8.4 In the calculation of the cost of the optional extra an amount may be included in relation to:

- Any material, books, instruments, or equipment provided in connection with the optional extras
- 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

8.5 Participation in any optional extra activity will be on the basis of



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parental/carer choice and a willingness to meet the charges. Parental/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges are made and parents/carers will be notified at the earliest opportunity.

8.6 Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity ie. the cost will be divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

8.7 Where the parents/carers of a child are in receipt of income support or family credit, the Governors will remit in full/half or a contribution to the cost of board and lodgings for the residential activity that it organises for the child, if the activity is deemed to take place within the School hours, or where it forms part of the NC. In other circumstances, there may be cases of family hardship that make it difficult for children to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents/carers to apply, in confidence, for the remission of charges in part or in full.

8.8 Funds to subsidise activities are limited and the Governors intend to monitor the situation carefully.

8.9 Authorisation of remission is made by the Headteacher, in consultation with the Chair of Governors.

8.10 **All staff will:**

- Ensure they make clear to parents/carers where activities attract a request for a voluntary contribution
- Deal sensitively and confidentially where parents/carers hardship is a factor
- Give as much notice as possible so parents/carers have time to budget for payment
- Follow all the rules of the Policy and do not 'subsidise' some children,



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equipment or activities out of their own pocket

8.11 The **School Leadership** will:

Headteacher

- ensure the curriculum is fit for purpose and provides opportunities for learning that are both a combination of the NC and optional
- clearly define for parents/carers which activities attract a request for voluntary contributions
- have a clear method of calculating the costs of voluntary contributions
- ensure there is an agreed method of collecting voluntary funds
- ensure pupils, staff, parents/carers and Governors all understand this Policy and its implications
- monitor and evaluate this Policy at regular intervals

Governance

- Authorise Remission in conjunction with the Headteacher
- Monitor the funds that can be used for subsidy
- Be clear about what activities are nominated 'optional' and why
- Ensure that the staff and parents/carers understand the rationale for the Charging Policy



9 Sources of further information and support

Charging for School Activities – DfE

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Breakfast Clubs – The SchoolRun.com

<https://www.theschoolrun.com/what-is-a-breakfast-club>

Charging for School trips – NetMums.com

<https://childlawadvice.org.uk/information-pages/charging-for-school-activities/>

Plan my School Trip by Curriculum Subject – Plan My Trip

<http://www.planmyschooltrip.co.uk/search-subject.php>