



Reviewed September 2015

Ratified

Signed

Renew

Granby Charging Policy **CHARGING FOR SCHOOL ACTIVITIES**

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1 Introduction

- 1.1 We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.
- 1.2 We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. We do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.
- 1.3 This policy sets out how and when we will make charges to parents for our services.
- 1.4 Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.
- 1.5 We are required to inform parents on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of school visits.
- 1.6 The Governing Body may, from time to time, amend the categories for which a charge may be made. The Governing Body reserve the right to revise the Charging and Remissions Policy as necessary

2 Non-chargeable and chargeable activities

Non-chargeable activities

- 2.1 We do not charge for the following
 - education provided during school hours (including the supply of any materials, books, instruments or other equipment);
 - tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum;
 - education provided on any trip that takes place during school hours;
 - education provided outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education;
 - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
 - transport provided in connection with an educational trip (e.g. swimming); or
 - entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Voluntary Contributions

2.2 We may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- There is no obligation to make any contribution.
- Any children of parents who do not wish to contribute will not be treated any differently. No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay.
- If the activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

Chargeable activities

2.3 We may charge for the following:

- educational or other activities provided wholly or mainly outside school hours, which are not:
 - (a) part of the National Curriculum;
 - (b) part of a syllabus for prescribed public examination, which the pupil is being prepared for at school;
 - (c) part of religious education;
- breakfast and after school clubs run by the school;
- school trips, events, board and lodgings on residential visits;
- cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours;
- cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school;
- peripatetic music lessons (extended opportunities in these areas are met by school, such as performance, ensemble and orchestral Opportunities); and
- provision of materials/ingredients where pupils take home a finished product.

2.4 In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged to provide the optional extra; and
- 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.

- 2.5 Charges for an individual pupil will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. We will 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.
- 2.6 Where a small proportion of the activity takes place during school hours the charge will not 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.

3 Remissions Policy

- 3.1 In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below.
- 3.2 There will be no charge for board and lodgings for pupils who are registered for the Pupil Premium
- 3.3 Children who are for eligible Pupil Premium are exempt from contributions
- 3.4 In cases of hardship please talk to a member of staff or office staff to discuss any problems you may have in funding these opportunities; in order to ensure your child fully benefits from all the additional activities the School provides.
- 3.5 Please do remember that failure to pay without raising your difficulties with the School may result in your child not taking part in the activity or at worst the cancellation of the activity as a whole.

4 Making payments

- 4.1 We prefer all payments to be made online and if you have not yet set up your online payment facility, call into the office and we can help you with this.
- 4.2 Please refer to our debt management policy for further information.
- 4.3 If you are in financial difficulty please talk to us and we will come to an arrangement with you, subject to the following conditions:
- any agreement between us and a parent will be for a fixed-sum and no further debt will be added to the outstanding balance;
 - outstanding debt must be paid in no more than four instalments;
 - all debts must be clear at the end of each half term and cannot be carried over;
 - no interest or other charges will be levied; and
 - parents who pay in instalments must pay the same amount in total as those who pay in one lump sum.

- 4.4 This is far preferable to us constantly chasing debt and you worrying about how to pay it. Further action may be pursued through the courts as a last resort.

5 Freedom of Information

- 5.1 Freedom of Information requests will usually be met free of charge. However, where the number of pages required is more than one hundred, a charge of 5p per sheet (or 10p double sided) will be levied. In this case the minimum charge will be £5