



LARKRISE SCHOOL

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CHARGING FOR SCHOOL ACTIVITIES POLICY

Reviewed by Siobhan Cheadle

Reference Guide to Law  
Link with Business, Administration, Letting

**New Policy:** Adopted March 2018  
**Reviewed:** February 18  
**Next Review Date:** February 2019

## **POLICY ON CHARGING FOR SCHOOL ACTIVITIES**

### **1. EDUCATION DURING SCHOOL HOURS**

- 1.1 The school is maintained by the LA and, therefore, no charge will be made for admitting a pupil. Education provided during school hours will be free, with the exception of Individual Instrument Tuition.

In respect of individual or group tuition, eg music therapy, where teaching is not an essential part of the National Curriculum or a set examination syllabus, a charge may be made.

#### **NOTES**

- a. 'Education' includes materials, equipment and transport provided in school hours to carry pupils between the school and an activity.
- b. 'School hours' are those hours when the school is in session and, therefore, exclude the lunchtime break.

### **1.2 VOLUNTARY CONTRIBUTIONS**

Although the school cannot charge for education during school hours it may, in certain circumstances, invite parents and others to give a voluntary contribution (in cash or in kind) to make school funds go further. In respect of voluntary contributions:

- a. If a particular activity cannot take place without some financial help from parents, they will be informed at the planning stage.
- b. No pupil will be left out of an activity because his/her parents cannot, or will not, make a contribution.

### **1.3 ACTIVITIES NOT RUN BY THE SCHOOL**

Where a non-school organisation arranges an activity to take place during school hours and parents wish their children to join the activity, such an organisation may charge the school. The school may then seek re-imburement from parents.

It should be noted that regulations for annual holiday arrangements apply to such activities.

## **2. EDUCATION OUTSIDE SCHOOL HOURS**

- 2.1 Parents may be charged for activities that happen outside school hours, where they are not a necessary part of the National Curriculum, or Religious Education, or an essential part of an examination syllabus. Examples are extended schools clubs, an evening theatre trip or a school visit to a football match on a Saturday.
- 2.2 Charges may also be made for 'optional extras', at the Governing Body's discretion - for example, a weekly evening visit for a group of pupils to train with a local sports club or attend an amateur theatre group.

## **EDUCATION PARTLY DURING SCHOOL HOURS**

If most of the time spent on a non-residential activity (excluding travel) occurs during school hours, the activity will be deemed to have taken place entirely in school hours.

### **2.3 RESIDENTIAL ACTIVITIES**

2.3.1 The duration of a residential trip is measured in half-days (twelve hours or part thereof). If the number of half-days is less than double the number of school sessions (morning and afternoon) missed by pupils, the activity is deemed to have taken place within school time. Example: Trip from Thursday afternoon till Tuesday morning, inclusive -

Total activity time in half-days = 10 School sessions missed = 6

This trip would be deemed to have taken place in school time.

2.3.2 For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge will be made for either the education or the travel elements. However, charges may be made for board and lodgings in these circumstances, except for pupils whose parents are in receipt of certain benefits.

### **2.4 PUBLIC EXAMINATIONS**

2.4.1 No charge will be made for entering pupils for public examinations that are set out in regulations.

2.4.2 An examination entry fee may be charged to parents if:

- a. The examination is on the set list, but the pupil was not prepared for it at the school
- b. The examination is not on the set list, but the school arranges for the pupil to take it
- c. The pupil, without good reason, fails to complete the requirements of any public examination where the Governing Body originally paid, or agreed to pay, for the entry fee.

2.4.3 Charges may not be made for any costs associated with preparing a pupil for a set examination. However, tuition (and other costs) may be charged for preparing a pupil for an examination outside school hours that is not a set examination.

### **2.7 SCHOOL MINIBUSES**

The school is not permitted to charge for transporting staff, pupils and parents in its minibuses.

## **3. CHARGES**

3.1 No charge for an activity will exceed its actual cost.

3.2 Permitted charges may include an allowance for the costs of teachers from the school who supervise an activity, but only if those teachers have been given a separate contract to provide an 'optional extra'.

3.3 A summary of the school's Charging Policy will be made available on the website.

## **4. Remissions**

**4.1** To remove financial barriers from disadvantaged pupils, some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. The Local Authority may cover the remission or the school may use Pupil Premium Grant, to cover the remission.

**4.2** Criteria for qualification for remission are parents in receipt of:

- Income Support
- Income-based Jobseekers 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 Inland Revenue) does not exceed the set threshold
- Guaranteed State Pension

**4.3** Other parents may claim help with some costs at the discretion of the Headteacher

## **5. POLICY REVIEW**

This policy will be reviewed on an annual basis by the Headteacher, School Business Manager and by the Governing Body, in line with the school's Policy Review Schedule.