



CHARGING POLICY FOR SCHOOL ACTIVITIES

INTRODUCTION

- Each governing body must have in place a charging policy for school activities, e.g. visits. The LEA must also have a policy. A model policy was provided by Humberside County Council at the time that governing bodies received delegated powers under LMS and therefore all governing bodies should have in place a policy on charging.
- The model policy was not reviewed by the former council and therefore the Education Committee has carried out a recent review and revised the policy accordingly. A copy of the policy is attached as an appendix.

SUMMARY OF MAIN POINTS

- The Education Act 1988 required LEAs to introduce a policy in respect of charging and remission of charges for school activities. This policy has not been reviewed by Kingston upon Hull. The policy of Humberside is attached.
- The Education Act 1996 (sections 450-458 and 468) describes those activities for which a charge can be made and lists those for which it is prohibited to make a charge.
- No charge can be made for admitting pupils to a maintained school and education provided during school hours must be free. Included in this are materials, equipment and transport provided in school hours. The school's prospectus must include information about school hours.
- There is an exception to the above rule. A charge may be made in relation to tuition in playing a musical instrument where the tuition is provided individually or to a group of not more than four pupils. However, a charge cannot be made if the tuition is required as part of a syllabus for a prescribed public examination.
- A charge can be made for activities that take place out of school hours when these activities are not a necessary part of the National Curriculum. The definition of an activity out of school hours is given below.

Residential Activities

- Where education is provided out of school hours no charge can be made if it is part of a syllabus for a prescribed public examination. Where an activity falls partly during school hours and partly outside it will be deemed to be in school hours if 50% or more was in school hours. This includes connected school travelling time.

- Where education is provided on a residential trip if the number of school sessions is less than 50% of the number of half days spent on the school trip any education provided outside school hours shall be deemed as being provided outside school hours. Half day means any period of 12 hours ending with noon or midnight. Two examples are given below: -

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Residential Trip A

12.00 pm Wednesday to 6.00 pm Sunday

School half day sessions	Wednesday -1 Thursday – 2 Friday – 2	Saturday – 2 Sunday – 2
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Definition in school hours

Residential Trip B

12.00pm Friday to 12.00pm Sunday

School half day sessions	Friday – 1	Saturday – 2 Sunday – 1
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- On residential trips whether defined as in school hours or not a charge may be made for board and lodging. In the case of Trip A no charges for transport if the activity were not part of the curriculum could be made. In B a charge for transport could be made.

Examinations

- A charge cannot be made to enter a registered pupil for a public examination for a subject for which the pupil has been prepared. However, if a pupil misses a public examination without good reason the governing body may recover the examination fee from the pupils parent.

Charges for materials

- Although charges cannot be made for materials there are certain circumstances in which a charge can be made or parents be expected to supply materials. Where a parent has indicated that he/she wishes to own the finished product the governing body may make a charge for materials or request that the parent provides the pupil with the necessary materials.

Voluntary Contributions

- Although schools cannot charge for school time activities they may invite parents to make voluntary contributions. However, no pupil should be excluded from any activity on the basis that his parent cannot make a voluntary contribution.

Charging Policies

- The LEA or governing body may not charge for anything unless it has drawn up a general policy on charging. The governing body's policy may be more or less generous than that of the LEA provided that it meets the requirements of the law. Governing bodies are required to keep under review their charging policies.

LEA Policy on Charging

This policy has been drafted with regard to the Education Act 1996.

- Under the charging provisions of the Education Act 1996 LEAs and governing bodies may choose to charge for certain defined activities, but only if they have first drawn up a statement of their charging and remissions policy.
- A charge can be made for board and lodging but no profit accrued from such a charge. It is the policy of the LEA that parents in receipt of income support, family credit and Jobseeker's allowance will not be charged and the cost of board and lodging met by the school.
- Similarly, where a charge is made for transport for an activity deemed to be out of school hours, parents in receipt of income support, family credit and jobseeker's allowance will not be charged. The cost of transport will be met by the school.
- No pupil will be excluded from any activity on the basis that their parent cannot pay the charge.
- Nothing in this policy prevents the school from seeking voluntary contribution on the basis that those who do not contribute are treated in the same way as those who do.
- When drawing up their statement, governing bodies are requested to consider the following, for which a charge may be made:
- Costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (*unless* it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum);
- Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfill statutory duties relating to the National Curriculum or to Religious Education;
- The cost of entering a pupil for a public examination not prescribed in regulations and for preparing the pupil for such an examination outside school hours;
- Re-sits of prescribed public examinations where no further preparation has been provided by the school
- Board and lodging on residential visits;

Marfleet Primary School Charging Policy

September 2013

The school does not charge for normal tuition or educational visits except where these visits are wholly or in majority outside school time.

Class visits to museums and other places of interest often request a voluntary contribution from parents but letters should always state that no child will be unable to undertake the visit because of an inability to pay. Contributions are assessed on the charge of the transport and admission to the event.

Charges (inclusive of VAT) are made for the following:

Private telephone calls	12p for a local call 30p per minute to mobiles / long distance
Private photocopying A4	12p per sheet – black/white 50p per sheet - colour
Private photocopying A3	25p per sheet
Private laminating A4	55p per pouch
Private laminating A3	£1.10 per pouch
Data subject access requests	£10 per request
Passport signing	£5 per request
School book bags	£3.50 per bag
School PE bags	£3.50 per bag
School water bottle	£1.50 per bottle
Exam fees	Not applicable to parents
Reimbursement supply cover	£205 per day

Scale of Charges for the Directed Community Use of School Premises 2013/2014

Increased per year with inflation currently @ 2%

Rounded to the nearest five pence

<u>FACILITIES</u>	<u>CONCESSIONARY</u>			<u>STANDARD RATE</u>			<u>COMMERCIAL</u>		
	<u>RATE</u>			<u>RATE</u>			<u>RATE</u>		
	(Per hour or part hour)			(Per hour or part hour)			(Per hour or part hour)		
	2011/12	2011/12	2011/12	2011/12	2011/12	2011/12	2011/12	2011/12	2011/12
	Mon-Fri	Sat	Sun	Mon-Fri	Sat	Sun	Mon-Fri	Sat	Sun
General Classroom	£3.90	£4.10	£4.85	£7.65	£8.35	£9.85	£15.20	£16.80	£20.25
<i>Daily Charge (7 hours or more)</i>	£27.30	£28.70	£33.95	£53.55	£58.45	£68.95	£106.40	£117.60	£141.75
Specialist Classroom (eg Theatre, Computer Rm, <i>Drama Studio, Large C/rm) Daily Charge (7 hours or more)</i>	£6.25	£7.55	£8.35	£12.70	£15.20	£17.50	£25.95	£30.50	£35.00
	£43.75	£52.85	£58.45	£88.90	£106.40	£122.50	£181.65	£213.50	£245.00
Assembly Hall	£6.25	£7.55	£8.35	£12.70	£15.20	£17.50	£25.95	£30.50	£35.00
<i>Daily Charge (7 hours or more)</i>	£43.75	£52.85	£58.45	£88.90	£106.40	£122.50	£181.65	£213.50	£245.00
Dining Room/Kitchen	£6.25	£7.55	£8.35	£12.70	£15.20	£17.50	£25.95	£30.50	£35.00
<i>Daily Charge (7 hours or more)</i>	£43.75	£52.85	£58.45	£88.90	£106.40	£122.50	£181.65	£213.50	£240.00
Gymnasium & Changing Rooms	£6.25	£7.55	£8.35	£12.70	£15.20	£17.50	£25.95	£30.50	£35.00
<i>Daily Charge (7 hours or more)</i>	£43.75	£52.85	£58.45	£88.90	£106.40	£122.50	£181.65	£213.50	£240.00
Sports Hall & Changing Rooms	£9.75	£11.20	£12.60	£19.80	£23.35	£25.95	£39.75	£46.85	£52.95
<i>Daily Charge (7 hours or more)</i>	£68.25	£78.40	£88.20	£138.60	£163.45	£181.65	£278.25	£327.95	£370.65
Changing Facilities for outdoor events (per session)	£5.80	£7.55	£8.85	£12.15	£14.85	£16.30	£24.40	£28.95	£32.05
Outdoor Pitch + Car Park -- per 2 hour session <i>(Football, Hockey, Cricket etc)</i>	£7.55	£8.00	£8.85	£15.20	£17.80	£19.35	£30.50	£35.00	£38.05
Mini Soccer pitch + Car Park -- per 1 hour session	£3.80	£4.05	£4.45						
Tennis Court : per hour	£2.95	£3.90	£4.50	£4.00	£4.80	£5.40	£7.75	£9.25	£10.45
Netball Court - Per Match	£4.50	£5.20	£5.75	£9.20	£10.85	£12.40	£18.35	£21.20	£24.38

Athletics Track/ Floodlight Cage/Playground/Sand Pit	£5.65	£6.25	£7.50	£12.15	£12.40	£14.85	£24.40	£24.40	£28.95
Floodlights:	£2.95	£2.95	£2.95	£5.35	£5.45	£5.45	£10.60	£10.60	£10.60
Astroturf - whole pitch with lights (one price irrelevant of user group)	----	£29.60	----	----	£29.60	----	----	£29.60	----

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CHARGING AND REMISSIONS POLICY

No	Activity	LEA Charging Policy	LEA Remission Arrangements	Funded By	LEA Assistance
1	School Visits Non-residential				
	In school hours	No charge to be made	N/A	School	
	Out of school hours (required , re public exams, NC or RE)	No charge to be made	N/A	School	
	Out of school hours (not required, re exam NC or RE)	All aspects may be charged for	None	Parents or School	None. Remission by school
2	School Visits Residential				
	In school hours	No charge for incidentals, including transport Charge for board and lodging	N/A Must be remitted in whole families in receipt of income support for family credit.	School Parents or School in case of pupils whose parents are in receipt of family credit or income support	None. Remission by school

No	Activity	LEA Charging Policy	LEA Remission Arrangements	Funded By	LEA Assistance
2	School Visits Residential (continued)				
	Out of school hours (required by exam, NC or RE)	No charge for incidentals including transport Charge for board and lodging	N/A As above	School Parents or School	
	Out of school time (required , re public exams, NC or RE)	Charge for incidentals including transport Charge for board and lodging	None None	Parents or School	Remission by school
3	Materials	Charge where parent wishes to own finished product	None	Parents or School where parents do not want ownership of product	
4	Transport in School Hours	No charge to be made	N/A	LEA (where education is provided by LEA elsewhere than school site)	Transport to PRUs, swimming

No	Activity	LEA Charging Policy	LEA Remission Arrangements	Funded By	LEA Assistance
5	Special Events in School Hours	No charge	N/A	School	
6	Group Instrumental Tuition in School		Must be remitted in whole by school for families in receipt of Income Support	Parent	Remission by school
7	Cost of Entering Pupil Examination not prescribed in Regulations and for preparing pupil outside school hours	Charge	None	Parents	
8	Re-sits of prescribed exams where no further preparation provided by school	Charge	None	Parent	

This policy has been adopted by the Governors of Marfleet Primary School

Date _____

D C Aughey

Signed _____

Chair of Governors

Signed _____

Chair of Finance

D C Aughey

Signed _____

R. Butt

Headteacher

