

## **Shipbourne School**

### **Charging, Voluntary Contributions & Remissions Policy**

#### **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the statutory National Curriculum. School hours are 8.55 – 12.10 and 1.10 to 3.15 (3.05 for Tinley Class).

#### **Legislation**

This policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA, and DFE advice 2014. The Guidance document regarding music tuition charges (The Charges for Music Tuition (England) Regulations 2007) has also been consulted, and compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

#### **During the school day**

All activities that are a necessary as part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

The staff and governors recognise the importance of activities that, while not an essential part of the curriculum, add value and enjoyment to the experiences of the children. Voluntary contributions may be sought for such activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

#### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

#### **Residential visits**

Charges will be made on residential visits which are part of the national curriculum for board and lodging. Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity and where the visit is not an essential part of the National Curriculum. In such cases parents will be told how the charges were calculated.

#### **Music Tuition**

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum e.g. Music lessons provided by peripatetic teachers.

### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example Breakfast and After School Clubs. Such activities are not part of the National Curriculum or religious education.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Voluntary Contributions**

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs, such as school trips.

In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected. If a child is in receipt of Pupil Premium, a parent can request that the head teacher considers paying their contribution. This will be at the head teachers discretion. The following is a list of example additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'.

This list is not exhaustive:

- ☑ Visits to museums, places of interest, theatres etc.
- ☑ Sporting activities which may include transport expenses or coaching fees;
- ☑ Theatre groups coming into school.

Parents whose child is in receipt of Pupil premium can request the school to contribute if they wish.

### **Swimming**

The school organises swimming lessons for all children in Year 2 and 3 across the two years. These take place in school time and are part of the National Curriculum but are held at a local swimming pool and taught by a trained swimming teacher. We do not charge for this activity, but ask for a voluntary contribution from parents towards the cost of transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

Policy Approved: March 2017

Next review: xxxxx