



TORRE C OF E ACADEMY

POLICY ON CHARGES AND REMISSIONS FOR SCHOOL ACTIVITIES

Revised September 2015

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CHARGING POLICIES

In general the provision of education is free but as permitted by the Education Act 1996 Torre C of E Academies policy provides for charges in the areas listed below. A summary of the Governing Body's charging and remission policy will be included on the school website. Parents should be given notice of any proposed change to the policy.

If a charge is made for each pupil, it will not exceed the actual cost. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising.

The permitted charge may include an allowance for the costs of teachers from the school who supervise the activity, but only if those teachers have been given a separate contract to provide the optional extra. This contract does not need to be a formal document.

1. MUSICAL INSTRUMENT TUITION

Charges will be made for teaching a pupil either individually or in a group of up to four to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. Details of the current instrumental tuition available, charge and the remission scheme they operate are included in their prospectus. Torre Academy funds opportunities for each child to learn an instrument, first started in Wider Opportunities. Violin, Drumming and ukulele are offered.

2. PUBLIC EXAMINATIONS

No charges may be made for entering pupils for public examinations that are set out in regulations. The governing body must enter a pupil for each examination in a public examination syllabus that the school has prepared the pupil for unless they think there are educational reasons for not entering the pupil, or if the pupil's parents ask in writing that the pupil should not be entered. The LA may not override the governing body's decision on whether to enter a particular pupil for an examination.

An examination entry fee may be charged to parents if:

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

Charges will not be made for any cost associated with preparing a pupil for an examination except where a pupil is prepared outside school hours for an examination that is not set out in regulations.

3. MATERIALS, BOOKS, INSTRUMENTS OR OTHER EQUIPMENT

A governing body may set a charge for materials used in school where a parent indicates in advance that they or the pupil wishes to own the finished article which incorporates the materials. Any charge will not exceed the cost of the materials. Alternatively, the parent may be required to provide the materials in question.

4. EDUCATION PARTLY DURING SCHOOL HOURS

When 50% or more of an activity (including travelling time) takes place during school hours no charge may be made. This does not stop a voluntary contribution being sought.

5. RESIDENTIAL ACTIVITIES

For a residential activity taking place mainly during school time, or which meets the requirements of the syllabus for a public examination, or is to do with the National Curriculum or religious education, no charge may be made either for the education or for the cost of travel. This does not stop a voluntary contribution being sought. However, a charge (not exceeding the actual cost) will be made for board and lodging, except for pupils whose parents are receiving working Tax Credit, Income-based Jobseeker's Allowance, Income Support, Employment Support Allowance (Income Related), Universal Credit, or cases where the person with responsibility for a pupil who is in receipt of Pension Guarantee Credit, a part contribution will be sought.

This will be agreed in liaison with the Headteacher, but will be around 2/3 of the actual cost of the visit. Parents will be expected to take part in a payment plan, organized by the school office. Failure to co-operate will mean that the place is withdrawn.

6. SCHOOL MINIBUSES

Schools may charge pupils, staff or parents for transport in their minibuses only if they hold a permit issued under section 19 of the Transport Act 1985. The permit exempts the school from Public Service Vehicle (PSV) operator and driver licensing requirements.

7. PROVISION OUTSIDE SCHOOL HOURS

A charge will be made for activities provided outside school hours which is an optional extra provided it is with the prior agreement of parents. The charge in respect of a pupil will not exceed the actual cost of providing the activity divided equally by the number of pupils participating (it will not include a share of the cost of any remissions). Costs will where appropriate include an element for travel, board and lodging, materials books, instruments and other equipment, support staff costs and teaching staff costs (where a teacher/instructor has been engaged specifically to provide the activity) entry fees, insurance and other costs.

8. ACTIVITIES NOT RUN BY THE SCHOOL OR LA

A non-school organisation which arranges an activity to take place during school hours may charge parents who want their child to join the activity. Parents wishing their child to participate in the activity must obtain the school's permission.

9. DAMAGE TO PROPERTY

A governing body will reserve the right to ask the parents of pupils whose inappropriate behaviour causes damage to contribute to the cost of repairs or of replacing defaced, damaged or lost property.

10. VOLUNTARY CONTRIBUTIONS

Although schools cannot charge for school-time activities, Torre Academy will ask parents and others for voluntary contributions (in cash or in kind) to cover the cost of the activity, trip, visit or residential. The school will not set out to make a profit from any activity, although will round up to the nearest reasonable amount. All requests to parents for voluntary contributions will make it quite clear that

- the contributions are voluntary
- the children of parents who do not contribute will not be treated any differently
- where an activity cannot take place without some help from parents, and there are insufficient voluntary contributions, the activity may be cancelled.
- **Should the contributions exceed the contributions collected from the parents; a refund will be given after the first £1 for any trip, visit or activity and after the first £5 for any residential activity.**

11. THE LAW

Education Act 1996: sections 402, 450-458, 460

The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999

The Education (Schools and Further Education) Regulations 1981

In summary a Governing Body:

- must draw up a charging policy, which does not have to be the same as the LEA's policy as long as it meets the requirements of the law;
- may not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups of up to four;
- may invite parents and others to make voluntary contributions towards any part of the school's work;
- may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras;
- may charge for board and lodging on residential courses.

