

# St. Anne's Infants' School

Bloomfield Road, Brislington, Bristol BS4 3QJ

Tel: 0117 903 1435

<http://www.stannesinfants.co.uk>

Headteacher: Anna Sutherland



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## CHARGING POLICY

This policy has been written with due regard to our obligations under the public sector equality duty.

### AIM OF THE POLICY

This policy is intended to make explicit the governors policy for Charging of School Activities as required by the Education Act 1996 and to ensure **consistency of practice across the school** in terms of charging arrangements; and should **enhance learning through:**

- Enabling children to participate in all aspects of school life.
- Enabling staff to plan and deliver a practical, experiential, relevant and rich curriculum.
- Ensuring no family is disadvantaged and the operation of the school is within the legal boundaries.
- Ensuring all families are aware of the legal requirement when being asked for contributions for events etc.
- Clarifying which activities can be charged for.

### INTRODUCTION

Section 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. See Appendix A for further details on what schools can and cannot charge for and the legal position relating to voluntary contributions extract from *Charging for School Activities* produced by Fair Access Division DCFS Jan 2009 see Appendix B BCC LA grid on charging as produced by legal department Jan 2010. See Appendix C for flow diagram from *Learning Outside the Classroom – Charging Policy*

### WHAT ACTIVITIES ARE COVERED IN THIS CHARGING POLICY?

The governing body has agreed the following activities as optional extras and therefore will require voluntary contributions to be sought:

- Trips, visits
- Cost of transporting children to sites of interest
- Workshops at sites of interest
- Music or vocal tuition
- Extra-curricular activities
- Materials, such as ingredients for cooking, craft
- Extended nursery hours for those not eligible for 30 hours

### WHAT ACTIVITIES WILL THE SCHOOL THROUGH THE SCHOOL FUND OR FRIENDS OF ST ANNE'S ENDEAVOUR TO PAY FOR?

Visitors in school such as storytellers, workshops from specialised groups such as musicians, entertainers, disabled persons etc that would enhance the curriculum

### AGREED PROCEDURES

To enhance the experiences of children at St Anne's Infants' School the governing body sanctions *optional extras* – these are designed to enhance children's learning and understanding but are not

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necessary in order to fulfil the National Curriculum.

On organising such an experience staff will ask for a voluntary contribution (the full cost of the optional extra – including any additional support staff required in the respect of children with additional needs, transport, entrance fees for all children and adults to maintain safe ratios) divided by the total number of children that could access the activity

It must be clearly stated that the school is asking for a voluntary contribution and that parents are not obliged to contribute it must also be clearly stated that if the costs cannot be covered by voluntary contributions the activity will be cancelled

In the respect of an overnight / residential trip the school must make it clear that parents who can prove they are in receipt of benefits (see Appendix A) will be exempt from paying the cost of board and lodgings

The school should make it clear to parents at the outset what the policy is for allocating places on school visits – i.e. if only a few places exist – these criteria will be

- specific groups of children i.e. those eligible to income based free school meals, disabled children, children looked after, children in need, families in need.

## MONITORING AND EVALUATION OF THE POLICY

The policy will be monitored through pupil, parent and staff questionnaires and discussion to ascertain the extent to which:

- Children have been enabled to participate in all aspects of school life staff have been enabled to plan and deliver a practical, experiential, relevant and rich curriculum.
- Families and the school have not been disadvantaged and the operation of the school is within the legal boundaries
- Families are aware of the legal requirement when being asked for contributions.
- Staff, governors and parents are aware of what can and cannot be charged for.

Date of review: Nov 2024

Date of next review: Nov 2025

Reviewed by: School Business Manager

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## Charging Policy

### Appendix A - What can and can not be charged for

Extract from *Charging for school activities – DCSF – January 2009*

#### What cannot be charged for?

School governing bodies and local authorities cannot charge for:

- An admission application to any maintained school
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school or part of religious education
- Entry for a prescribed public examination, if the pupil has been prepared for it.
- School examination re-sits if the pupil is being prepared for the re-sits at the school.

#### What can be charged for?

Schools and local authorities can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances

#### Optional extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- Education provided outside of school time that is not:
  - Part of the National Curriculum.
  - Part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school or;
  - Part of religious education.
- Examination entry fee if the registered pupil has not been prepared for the examination at school.
- Transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Nursery hours exceeding 15 hours that aren't eligible for 30hr funding

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

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- Any materials, books, instruments or equipment provided in connection with the optional extra non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.
- The cost, or proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must 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.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot 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.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore necessary pre-requisite for the provision of an optional extra where charges will be made.

## **Voluntary contributions**

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying, as it is voluntary and not compulsory. Schools should avoid sending colour coded letters to parents as a reminder to make payments into the school or maintenance funds. Schools should also ensure that direct debit or standing order mandates are not set to parents when requesting for contributions.

## **Residential visits**

Schools cannot charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education

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- Supply teachers to cover for those teachers who are absent from school on a residential visit.

Schools can charge for:

- Board and lodging - the charge must not exceed the actual cost.
- When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:
  - Income Support (IS)
  - Income Based Jobseekers Allowance (IBJSA)
  - Support under part VI of the Immigration and Asylum Act 1999
  - Child Tax Credits
  - The guarantee element of State Pension Credit
  - An income related employment and support allowance that was introduced on 27 October 2008

## **Music tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to the rule.

## **Transport**

Schools cannot charge for:

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that exam.
- School transport provided in connection with an educational visit.

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### Appendix B - What can and can not be charged for

Admissions	No charge will be made for admission.
School Meals	<p>No charge will be made for pupils entitled to free school meals.</p> <p><i>We will charge all pupils not entitled to free school meals an amount determined by the local authority, contractor or governing body of the school, as appropriate.</i></p>
<p>Activities for pupils that take place <b>during school hours</b></p> <p>(‘School hours’ are those when school is actually in session and do not include the break in the middle of the school day)</p>	<p>No charge will be made for activities provided during school hours (with the exception of music tuition), see the music tuition section</p> <p>No charge will be made for transport during school hours e.g. to swimming.</p>
Activities for pupils that take place <b>outside school hours (non-residential)</b>	<p>No charge will be made for an activity that takes place outside school hours when it is:</p> <ul style="list-style-type: none"> <li>a) A necessary part of the curriculum</li> <li>b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school</li> <li>c) Part of the school’s basic curriculum for religious education</li> </ul> <p>Optional extras</p> <p>Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.</p> <p>Costs we can legally recover are as follows:</p> <ul style="list-style-type: none"> <li>a) Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra</li> <li>b) Non-teaching staff</li> <li>c) Any materials, books, instruments or equipment provided in connection with the optional extra</li> <li>d) Transport to an activity outside school hours</li> </ul>

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	e) Insurance costs
Activities that take place <b>partly</b> during school hours either on or off site (Non-residential).	<p>Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in the previous section.</p> <p>If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in the Residential section.</p>
Residential	Residential are classified as being within school hours if the number of half days spent on the trip.

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	<p>Board and lodging</p> <p><i>We will charge pupils an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission.</i></p> <p>In such cases no charge will be made for board and lodging. (See section 11 of guidance for details of legal entitlements to remissions)</p>
	<p>Travel</p> <p>If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although, a voluntary contribution may be sought.</p> <p><i>Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).</i></p>
	<p>Activities on residential</p> <p>If the residential is classified as being within school hours no charge can legally be made for the educational activities provided.</p> <p>If the residential is classified as being outside school hours, a charge will be made for the educational activities provided</p>
Music Tuition (within School hours)	<p>No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc).</p>
	<p>No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc).</p> <p><i>We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Headteacher and the appropriate committee of the governing body and may vary depending on size of group, length of lesson and type of instrument.</i></p>
	Music tuition within school hours



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	<p><i>Where we make a charge for instrumental and vocal tuition within school hours we will remit charges for pupils on free school meals as defined in section 11 of guidance as well as in certain other circumstances (e.g. for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.</i></p>
Remissions	<p><i>Remission of any charges will be at the discretion of the Headteacher or other relevant senior member of staff. Decisions will be made on a case-by-case basis (eg eligibility for Pupil Premium or Free School Meals does not automatically guarantee the remission of any charges.</i></p>
Voluntary Contributions	<p>Voluntary contributions will be sought from parents for activities, which supplement the normal school curriculum, e.g. outings and visits, which take place wholly, or mainly during school hours. These may include visits to the school by theatre groups and other organizations providing an education service.</p> <p>When voluntary contributions are pupils will not be treated differently according to whether or not their parents have contributed.</p> <p>No pupil will be excluded from the activity if their parents do not contribute.</p> <p>An amount will be suggested for contribution to cover the whole or part of the activity.</p> <p>If an activity cannot go ahead without sufficient voluntary contributions then this will be explained to the parents when the contribution is requested.</p> <p>Any monies received from parents will be refunded if the activity does not go ahead.</p>
Damage to property and breakages	<p>We may seek to recover all or some of the cost incurred due to willful or damage or breakage of school property. This will be determined by the Headteacher.</p>
Nursery hours that exceed 15-hour but pupils are not eligible for 30 hours funding	<p>An invoice will be generated for the whole term and must be paid within 14 or you will lose the extended</p>

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Nursery resources	<p>session with immediate effect.</p> <p><b>Rates are £20 per half day, or £40 per full day</b></p> <p>A charge of £5 per term for each half week nursery child will be made (in line with the standard of other Nursery Classes and Schools). This is to cover the cost of educational resources which are not included in nursery funding. This will be effective from the start of term 3 (January) 2024/2025.</p>
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