



CHARGING POLICY

To be reviewed in September 2018

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Purpose



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The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as:

Morning: 9am-12noon

And

Afternoon: 1.15pm – 3.15pm

This policy has been created together with the DfE's guidance on charging for school activities (October 2014)¹.

What was consulted?

The policy has been informed by section 449-462 of The Education Act 1996, which sets out the law on charging for school activities in schools maintained by the local authority and the documents regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007²), which compliments the information given in section 7.5 of the Governors Handbook³.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

Roles and responsibilities of headteacher, other staff and governors

The **headteacher** will ensure that the following applies:

- All activities that are a necessary 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.
- It excludes charges made for teaching individual pupils or groups of any size to play a musical instrument, including vocal tuition, which is not part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at

¹ <https://www.gov.uk/government/publications/charging-for-school-activities>

² <http://www.legislation.gov.uk/ukxi/2007/2239/contents/made>

³ <https://www.gov.uk/government/publications/governors-handbook--3>



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school. Charges can only be applied if the tuition is provided at the request of the pupil's parent.

- No charges will apply for pupil's entry for a prescribed public examination when prepared for at the school, and any re-sit examinations.

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.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example Breakfast Club and After School clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

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.

Activities for which charging will apply

These activities have been agreed by the school's Governing Body:

- Materials, books, instrument and/or equipment for ownership other than the school
- Education provided outside the school day which isn't part of the national curriculum or syllabus
- Entry to off school site examinations
- Non-teaching / teaching staff providing services for optional extras , based on parental choice or willingness to meet the charges. (It's normally an activity with over 50% out of school hours requiring supervision or tuition)
- Board and lodgings for pupils on residential visits
- Transport (other than transport that is 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)
- Music tuition for teaching an individual or group where the activity is not essential part of the national curriculum or public examination syllabus.



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- Entrance fees to museums, castles, theatres etc, insurance costs.

Charges for individual pupils **may not**;

- Exceed the cost of providing the 'optional extra' activity divided by the number of participating pupils (i.e. must not incur a profit)
- Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay.
- Include the cost of an alternative provision for other pupils who do not wish to participate, where a small part of the activity takes place in school hours. (For example a charge cannot be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.)

On occasions, the Governors of Priory Infant School will remit charges for activities where parents are in receipt of;

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income based Job Seekers Allowance (IBJSA)
- 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 Her Majesty's Revenue and Customs) does not exceed annual gross income of £16,190 .
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

Calculating charge

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.



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Voluntary Contributions

Voluntary contributions may be sought for activities during the school day which entail additional costs. There is no level set in the level of voluntary contributions sought.

If the activity cannot be funded without voluntary contributions, the head teacher will make this clear to parents at the outset. There is no obligation for parents to make any contribution.

No child will 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, or the school cannot fund it from some other source, then it will be cancelled.

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory. We will not send colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates will not be sent to parents when requesting contributions

From time to time we may invite a non-school based organisation to arrange a performance during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

The Governors also delegate the power to the Chair of Governors and headteacher to determine any individual case arising from the implementation of the policy.

Arrangements for monitoring and evaluation

The finance monitoring governor pairs will monitor the impact of this policy by receiving a financial report three times a year on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.



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Disclosure & Barring Service Check Charging Protocol

The Disclosure & Barring Service Check (DBS) applies to adults who are actively involved with working with, or volunteering to work with, children including:

1. Unsupervised activities, teaching, training, instruction, care for or supervision of children, or providing advice or guidance on well-being, or driving a vehicle only for children.
2. Working for a limited range establishment with the opportunity for contact with children e.g. kitchen catering staff.
3. Providing personnel care, for example washing or dressing

Working with children under the above is regulated activity only if done frequently (i.e. once a week or more often, or on a four or more days in a single 30 day period)

Taking into account the categories above this section has been written to clarify who will pay for the costs of DBS checks.

Prices will be reviewed annually and this policy will be reviewed and amended if the prices increase.

Since April 2014, the charges are:

DBS checks for new or existing employees: £60.00

These costs will be paid in full by Priory Infant school. We have a relatively stable staffing level with minimal turnover and these costs are not envisaged to be higher than £250 in any one year.

DBS checks for voluntary helpers: £15.99

Priory Infant School will ask any new voluntary helper to pay £10 towards their DBS check. This will show that the helper is committed to the school and that the school recognises their time and commitment by paying the remainder.

It is expected that on average up to 20 new helpers per year may need to be checked and so a suitable sum will be added to the annual budget calculations to cover this.



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DBS checks for students (over 18) on college placement / gaining classroom experience before applying to college / on teaching practice (Work Experience): £60.00

The student on work experience is required to pay in full for their DBS. There may be assistance for them via their college.

Reviewed and agreed by the Full Governing Body

Signed

Date