



DAYSPRING TRUST

**CHARGING FOR
SCHOOL ACTIVITIES
POLICY**

REVIEWED SEPTEMBER 2016

Ratified by Board of Directors on 27 September 2016

CHARGES FOR ACTIVITIES

1. GENERAL

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities maintained by Local Authorities whilst Academies are required through their funding agreement to comply with the law on charging for school activities.

Generally, schools/academies cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

2. VOLUNTARY CONTRIBUTIONS

There is nothing in legislation that prevents an academy 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 academy will make this clear to parents at the outset and also make it clear that there is no obligation to make any contribution.

No pupil will be excluded from any activity because their parent is either unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit/activity, or the academy cannot fund it from some other source, then the visit/activity will be cancelled. The academy will make clear to parents at the outset that although they are under no obligation to contribute towards the cost of the trip/activity, if there are insufficient voluntary funds, or if the academy cannot fund the trip/activity from other sources, the trip/activity will be cancelled.

3. CHARGING

Schools/academies can charge for:

- (a) Any materials, books, instruments or equipment, where the child's parent wishes him/her to own them.
- (b) Optional extras (see list below).
- (c) Music and vocal tuition.
- (d) Community facilities

4. OPTIONAL EXTRAS

Where an optional extra is being provided, a charge can be made for providing material, books, instruments or equipment. Schools/Academies can charge for the following optional extras:

- (a) 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 pupil is being prepared for at school
 - Part of religious education
- (b) Examination entry fees if the registered pupil has not been prepared for the examination (s) at the school
- (c) Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/Board of Trustees have arranged for the pupil to be provided with education)

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.

5. MUSIC TUITION

Although the law states that in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Under the Charges For Music Tuition (England) Regulations 2007, charges can be made for vocal or instrumental tuition, provided that the tuition is at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charge may not be made if a pupil is a Looked After Child – (Children Act 1989).

6. TRANSPORT

Schools/Academies cannot charge for:

- Transporting registered pupils to or from the school premises, where the Local authority has a statutory duty to provide transport
- Transporting pupils to other premises where the local authority/academy has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when the pupil has been prepared for that examination at the school.

7. RESIDENTIAL VISITS

Schools/Academies **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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Schools/Academies **can** charge for:

- Board and lodging and the charge must not exceed the actual cost

8. REMISSIONS

Where board and lodgings are to be charged, the academy will inform parents that if they can prove that they are in receipt of the following benefits, they will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances (when rolled out by Government)
- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- Child Tax Credit (depending upon circumstances)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Income related employment and support allowance – introduced in October 2008

8. FINANCIAL SUPPORT TOWARDS THE COST OF A TRIP/ACTIVITY

Parents may contact the academy in confidence, in order to establish if there are any funds/financial assistance available for families in financial difficulty to enable their child to participate in a trip/activity. Any such requests may be directed to the Senior Finance Officer, Mrs K Hunter, in the first instance.