

LANGTOFT PRIMARY SCHOOL

Charging Policy

1 Introduction

- 1.1 Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. The Department for Education produced a document ([Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities](#)) in October 2014 to provide guidance to schools. [Learning Outside the Classroom](#) provides further guidance.
- 1.2 All education during school hours (including any materials, books, instruments and other equipment) is free. The school cannot and does not charge for any activity undertaken as part of the National Curriculum.
- 1.3 The school can and does charge for 'optional extras';
- individual or group vocal or instrument tuition provided at the request of the pupil's parent
 - transport
 - board and lodgings on a residential visit
 - extended day services (after-school clubs) when there is a cost incurred by the school
- 1.4 Any charge made in respect of individual pupils does not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It does 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.
- 1.5 Participation by a pupil in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

2 Voluntary contributions for visits

- 2.1 When organising school visits beyond the school day which enrich the curriculum and educational experience of the children, the school invites parents/carers to make a voluntary contribution to cover the cost of the visit. The Headteacher makes it clear to parents/carers that there is no obligation to make any contribution. When a parent/carer is unable to, or is unwilling to make a contribution, the school gives the child an equal chance to participate fully in the visit.
- 2.2 Sometimes the school and/or its associated charity, the *Friends of Langtoft School* subsidise the cost in order to make the visit affordable to the majority of families. **Parents/carers on low income* are encouraged to discuss and agree with the Headteacher a payment plan.**

* and in therefore in receipt of the following benefits;

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers 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 £16,190 (financial year 2017/2018);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

2.3 All contributions are voluntary. If the school does not receive sufficient voluntary contributions or cannot fund the visit from some other source, it may be necessary to cancel the visit. This is made clear to parents/carers from the outset.

2.4 If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

3 Residential visits

3.1 When the school organises a residential visit in school hours or mainly school hours, which is to provide education directly related to the National Curriculum, it does not make any charge for the educational aspect of the visit. However, the school does make a charge to cover the costs of board and lodging and a voluntary contribution is requested to cover transport costs. If adequate voluntary contributions are not received, it may be necessary to cancel the visit. **Parents/carers on low income* are encouraged to discuss and agree with the Headteacher a payment plan.** See Section 2.2.

4 Instrumental and vocal music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 Music teachers visit the school and teach some children at the request of their parent/carer. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made: this is when parents/carers enter into an agreement between themselves and the organisation for paying fees. This is not part of normal school curriculum.

4.3 No charge will be made in respect of a child who is looked after by the local authority.

5 Swimming

5.1 The school organises swimming lessons for all children from Y3 to Y6. These take place in school time and are part of the National Curriculum. The school makes a charge for this activity to cover the cost of transport and the hire of the pool swimming instructors. Parents/carers are informed when these lessons are to take place and are invited to make a voluntary contribution.

6 Guidance to support review

6.1 The [Charging for school activities](#) document published on the Department for Education website is used to review this policy. *The People, Finance and Premises Committee* plans to review this policy again in **March 2019.**