



Policy on Charges and Remissions for School Activities

This statement takes account of the agreed policy of Torbay Council and is applicable to the current year. There may be some changes for 2019/2020. If so you will be notified.

CHARGING POLICY

In general the provision of education is free but as permitted by the Education Act 1996 this policy provides for charges in the areas listed below. It is for individual governing bodies to determine their policy in relation to the Council's policy and these decisions are detailed below. A summary of this policy is included in the school prospectus.

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.

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. For the academic year 2019/2020 tuition will be delivered at the school by private tutors. Details of charges for individual lessons are available from the school office.

2. MATERIALS, BOOKS, INSTRUMENTS OR OTHER EQUIPMENT

A charge will be set for materials used in school where the finished article, which incorporates the materials, is taken home. This would include such activities as cooking and design technology. Any charge will not exceed the cost of the materials. Alternatively, the parent may be required to provide the materials in question.

3. RESIDENTIAL ACTIVITIES

For a residential activity taking place largely during school time or is to do with the National Curriculum or religious education, no charge will be made either for the education. We do however run residential experiences for pupils that are outside this function. A charge (not exceeding the actual cost) will be made for board and lodging, except for pupils whose parents are receiving Income Support, Income-based Jobseeker's Allowance, Employment and Support Allowance (Income Related), Child Tax Credit (where the parent is not entitled to Working Tax Credit and whose annual income, as assessed by the Inland Revenue, does not exceed £16,190), Guaranteed Element of State Pension Credit or Support under part V1 of the Immigration and Asylum Act 1999. The eligibility criteria are now aligned with free school lunch eligibility.

4. EDUCATION OUTSIDE SCHOOL HOURS

A charge will be made for education 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.

5. ACTIVITIES NOT RUN BY THE SCHOOL OR LEA

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.

DAMAGE TO PROPERTY

The governing body reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

VOLUNTARY CONTRIBUTIONS

- Although schools cannot charge for school-time activities, we shall invite parents and others to make voluntary contribution in order that a range of additional opportunities can be offered to the pupils.
- Where insufficient voluntary contributions are received, the activity may be cancelled.

In summary a Governing Body:

- 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;
- 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 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.

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

GUIDANCE

DES Circular 2/89: Charges for School Activities

DFE letter of 22 September 1993 to all LEAs and maintained schools in England about charging for instrumental music tuition in maintained schools

Passenger transport provided by voluntary groups (Department of Transport) PSV 385 (Available free from regional Traffic Commissioners (addresses in phone book).

DfEE A Guide to the Law for School Governors (Chapter 18)

Revised July 2010