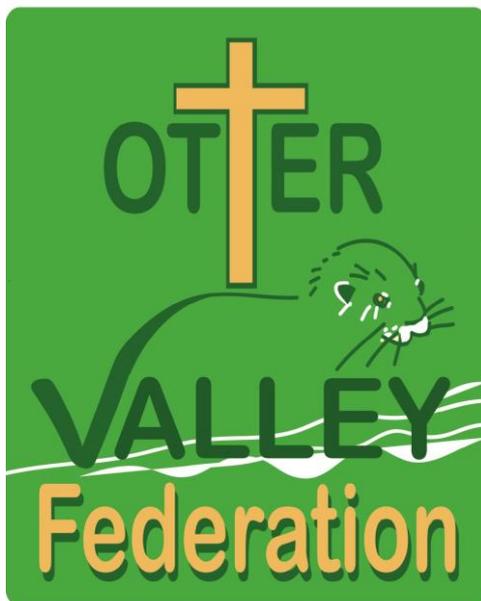


**Believing and achieving together to be  
the best we can be**



***We aim to reflect God's love, "always protects, always trusts, always hopes, always perseveres"  
1 Corinthians 13:7***

## **OTTER VALLEY FEDERATION**

### **Charging for School Activities Policy**

*(Derived from Teachernet and Devon Governor Services, 1/3/10)*

Date approved by Resources Committee	<b>March 2016</b>
Date signed by chair	
Next review date	<b>Spring 2017</b>

## **Charging for school activities - Overview**

There are a variety of situations and activities where charging for school activities may or may not be appropriate. This provides a brief overview of the topic with links to example policies and other resources.

### **Responsibility**

No charge can be made for admitting pupils to maintained schools. Education provided during school hours (the time when school is in session – not including midday break) must be free

It is therefore not possible to levy a compulsory charge for transport, admission costs for swimming lessons or visits to museums, etc. during school hours (with one exception relating to musical instrument tuition - see below).

Charges may be made for teaching an individual or groups of up to four, to play a musical instrument if the teaching is not part of the National Curriculum or a public examination syllabus being followed by the pupil.

### **Voluntary contributions**

Headteachers or governing bodies may ask parents for voluntary contributions.

Schools can ask for voluntary contributions to make school funds go further, for example for any activity that takes place during school hours, for school equipment or for school funds generally.

Requests must make it quite clear that contributions are completely voluntary and governing bodies should make it clear that children of parents who do not contribute will not be treated any differently.

For an activity that entails additional costs for the school, no pupil may be left out of the activity because their parents cannot or will not make a contribution of any kind. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

### **Residential trips**

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Children whose parents are in receipt of certain benefits are entitled to the remission of charges for board and lodging costs during school residential trips.

### **Other trips**

Where the trip takes place wholly or mainly during school hours, children whose parents are in receipt of eligible benefits will, in addition to having a free school-lunch entitlement, also be entitled to the remission of these charges.

A similar entitlement applies where the trip takes place outside school hours but is necessary as part of the National Curriculum, or forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

## **Optional activities outside of the school day**

**We will charge for optional, extra activities provided outside of the school day (for example clubs). Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.**

## **Public examinations**

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school
- the examination is not on the set list, but the school arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

## **Calculating Charges**

When charges are made, or contributions asked for, for any activity, whether during or outside of the school day, they will be based on the actual cost incurred, divided by the number of pupils participating. There will be no levy on those who pay to support those who can't or won't. Support in cases of hardship will come through voluntary contributions and fundraising.

Parents who qualify for support are those in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur cost to the school and/or charges to the parents.

## **Support and Remission of Charges**

Special rules apply to a range of situations including:

- activities not run by the school or LEA
- education outside school hours
- education partly during school hours
- residential activities
- entering pupils for and charging for public examinations.

Eligible benefits currently comprise the following:

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190
- Guaranteed State Pension Credit.

## **Guidance**

The Guide to the Law for School Governors, Chapter 16 (see Background Reading below) provides guidance for all schools on charging for School Activities.

## **The Law**

Aspects of charging for school activities are covered by the following statutes (see further reading for links):

Education Act, 1996

Immigration and Asylum Act 1999 (part VI)

Education (Residential Trips)(Prescribed Tax Credits)(England)Regulations 2003 (SI 2003/381)