

South Baddesley CE Primary School – Charging Policy

AIMS:

At South Baddesley we make appropriate charges to enable pupils to access a range of enriching experiences and to make best use of our school facilities.

CONTEXT:

At South Baddesley, as a state funded school, we follow DfE guidance 'Charging for School Activities 2014.' At our school for there is **not a charge** for the following:

- an admission application or a request for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the national curriculum
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

In addition, we do not charge third parties for the hire of our facilities when they are providing activities as part of our extended hours offer to pupils. This is for any school club running before school, 7.45am to 8.30am, or after school, 3pm to 4.30pm. Use of our school facilities after 4.30pm by third party providers will be charged for.

At South Baddesley we **may charge** for the following:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (appendix one);
- music and vocal tuition (appendix two),
- certain early years provision;
- community facilities.

We may ask for **voluntary contributions** for the benefit of the school or any school activities.

We will make it clear to parents and providers if the activity cannot be funded without voluntary contributions, however there is no obligation or pressure to make any contribution.

A charge is made for all board and lodging costs on residential visits. Parents must agree to charges before the child undertakes the activity. Costs for a residential visit can include elements

for:

- travel
- board and lodging
- materials/books/instruments/equipment
- tuition

- entrance fees
- insurance

It is important to note that no child would 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 must be cancelled.

If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. We will make provision for children when the family is in receipt of:

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 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

We **will make charges** for the following:

- Community group use of school facilities through a flexible and supportive charging policy,
- Private hire of our facilities.

Debt recovery

Where charges are not paid, the school will write individual to parents/ carers. A meeting with the Headteacher may be organised in the case of ongoing debts. At the Governing Bodies discretion, in exceptional circumstances debts of up to £100 may be written-off.

HIRE OF SCHOOL FACILITIES

Community groups using our facilities for non-profit making events will be charged a minimum fee. This fee will not exceed £25

There will not be a fee for the Friends of South Baddesley for any fundraising event that they have agreed with the Headteacher and/or Governing Body.

At South Baddesley we wish to work in partnership with our local community and therefore there is a flexible approach to fees requested for Parish or local community events.

For third party and groups making a profit from their activity a fee of up to £25 per hour will be charged for the use of our facilities. This amount is at the discretion of the Headteacher and Governing Body and there may be examples where this fee is increased or decreased according to the nature and numbers of people involved in the activity. For each individual case a letter confirming the charges and a contract will be issued to the hirer.

There will be a different charging structure and policy for any event considered to be exceptional to the normal reasons for hiring our facilities; these events could include:

- Hire of the venue for weddings,
- Hire of the venue for family parties including Christenings and wedding anniversaries,
- Hire of the venue for commercial activities such as food markets.

Hiring charges include the following:

- use of school facilities as indicated in the contract (appendix 3),
- caretaking time (before and after the event),
- admin work involved in agreeing and invoicing for the hire.

Charges for services

Details of charges for photocopier, telephone and fax facilities are available from the school office. Subsidised rates are set for community users and non subsidised rates for non community users.

Appendix One – Charging for Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- 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);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

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.

This policy will be reviewed annually.

Policy written May 2017

Agreed by the Resources Committee: June 2017

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation 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.

Appendix Two – 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.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided 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.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

