

SINGLETON C.E. PRIMARY SCHOOL



CHARGING POLICY

Reviewed: March 2024

Next Review: March 2025

Statement of intent

Singleton CE Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

The school will:

Never charge for education provided during school hours.

Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Finance Policy

Charging for education

The school will not charge for:

- Admission applications.
- Education provided during school hours, including the supply of any basic materials, books, instruments or other equipment.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent. (West Sussex Music Service lessons)

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras *
- Music tuition (as part of the West Sussex peripatetic music lessons)
- Provision of information within the scope of freedom of information.

Optional extras

The school may charge for the following optional extras:

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 the school
- Part of RE
- Transport, other than that required to take the pupil to school or to other premises where the LA has 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, e.g. breakfast or out-of-school provision

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.

A subsidy will not be charged for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Voluntary contributions

The school may, ask for voluntary contributions towards the benefit of the school or school activities.

If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution. Parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset.

If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Music tuition

Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free.

The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum. This includes a Term2Learn instrumental lessons in KS2.

Transport

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.

Voluntary contributions will be sought where:

- Transport is required for an educational visit where the activity is enhancing and enriching the curriculum.

Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents.

Parents will only be charged the replacement cost to purchase the same or equivalent item.

The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

Remissions

The school will set aside a fund to enable parents in financial difficulty to send their children on visits and activities.

The funding will be limited and there is no guarantee that all requests can be met.

Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact either Mrs Holt or Mrs Smyth via email:

office@singleton.school

head@singleton.school

Refunds

In the event that the school has to cancel a trip due to foreseen circumstances, related to the school, parental contributions will be refunded.

In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will consider the reason for cancellation and whether the school will be reimbursed for the pupil's place on the trip

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. This will take into account whether the school will be reimbursed for the pupil's place on the trip.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip.

The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

SINGLETON C E PRIMARY SCHOOL – SUMMARY of CHARGING POLICY

Curriculum activities in school time	Voluntary contributions will be requested.
Activities in school time with Board and Lodging	Voluntary contribution will be requested. Parents in receipt of some benefits will be exempt from paying the cost of board and lodging.
Activities outside school hours not within the National Curriculum eg Gifted and Talented Summer School	Parents to meet full cost
Individual Instrumental Music Tuition	Schools Music Service and outside tutors will provide tuition – parents to be charged full cost Those who receive Pupil Premium may be entitled to free lessons through the service. This decision lies with the service provider.
Transport	Voluntary contribution will be requested where the activity is enhancing and enriching the curriculum. Parents in receipt of benefits will be exempt from paying. Where possible, local trips will be timed to enable families to drop off/pick up to reduce costs.
Ingredients/materials for practical subjects eg Cookery, DT or Art or sensory play in early years eg: playdo	Take from School Fund: contributions made into this fund from families / benefactors / sales events
Swimming lessons	Voluntary contribution will be requested (less for 2 nd and subsequent children in the same family) Transport will be paid for other donations (eg: PTA)
School Trips	Voluntary contributions will be requested to cover entrance/activity costs.
Lost school equipment eg library book	Parents are expected to replace or pay for items lost outside of school
Breakage and damages to school buildings, furniture or property	Parents to be made aware that wilful damage to school buildings or property may be charged to parents by the school
Book bags, pupil planners, PE and swimming bags	First one provided free of charge, parents to pay for these items if further ones required

All costs are reviewed annually in line with the School's Best Value Statement. Those in financial need may approach the Headteacher in confidence to discuss the situation.