

# Chadwell Heath Academy

*A Specialist Mathematics, Computing, Science and Media Arts College*



## CHARGING POLICY FOR ACTIVITIES ORGANISED FOR PUPILS

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### **GENERAL**

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

### **CHARGES FOR ACTIVITIES WITHIN THE SCHOOL DAY**

Education provided by the School for its registered pupils is free of charge if it takes place wholly or mainly during school hours. School hours are those hours when the School is actually in session and do not include the lunch break.

If the number of places available for a particular activity is limited, the teacher must decide which pupils should be given the opportunity to participate without reference to parents willingness or ability to make a voluntary contribution towards the cost.

However, charging is permitted for:

- Individual instrumental Music tuition
- Board and Lodging
- Ingredients and Materials
- Education outside school hours
- Optional Extras
- Notes

#### **(i) Individual instrumental music tuition**

Charging is not permitted for class music tuition or group musical activities within school hours. Music tuition, forming part of the syllabus for a prescribed public examination must also be free, whether provided within or outside school hours.

#### **(ii) Board and lodging**

Where the School activity involves pupils in at least one night away from home, there can be a charge for board and lodging whether or not the activity is deemed to have taken place in school hours. Any charges made must not exceed the actual cost of providing board and lodging for that pupils. Additional amounts CANNOT be added. Such a sum (e.g. money to cover refreshments on the journey or travel) should be shown as a separate heading.

If a pupil participates in a residential trip where this forms part of the syllabus for a prescribed public examination or is provided specifically under the national curriculum, charges for board and lodging may not be made for that pupil *WHOSE PARENTS ARE IN RECEIPT OF INCOME SUPPORT OR FAMILY CREDIT IN RESPECT OF ANY PERIOD WHOLLY OR PARTLY COMPRISED IN THE TIME SPENT ON THE TRIP.*

ALL parents should be advised that anyone in receipt of family credit or income support is entitled to claim financial assistance.

### ***CHARGING IN KIND***

Charges are permitted for ingredients and materials, or pupils can be required to provide them for themselves, if the parents have indicated in advance that they wish to own the finished product.

### ***CHARGES FOR ACTIVITIES OUTSIDE THE SCHOOL DAY***

No charges may be made for education, or associated incidentals, provided wholly or mainly outside school hours for registered pupils where the education is provided to fulfil :

- any requirements for a prescribed public examination.
- duties relating to the National Curriculum.
- statutory duties relating to religious education.

### ***OPTIONAL EXTRAS***

An activity which takes place during school hours cannot, by definition, be an optional extra, save where it involves individual music tuition. Therefore optional extras take place outside the school day, i.e. where less than half of the time spent on the activity falls during school hours, excluding travel time.

Participation in any optional extra will be on the basis of parental choice and a willingness to meet such charges as are made:

- ◆ A pupil's travel costs
- ◆ A pupil's board and lodging costs
- ◆ Materials, books, instruments and other equipment
- ◆ Non teaching staff costs
- ◆ A proportion of the teaching staff costs where a teacher or instructor has been engaged specifically for the purpose of providing the activity
- ◆ Entrance fees to museums, castles, theatres, etc.
- ◆ Insurance costs.

Any charge may not exceed the actual cost of providing the optional extra activity. It may not therefore include an element of subsidy for any other pupils wishing to participate in the activity. Nor the cost of alternative provision for those pupils who do not wish to participate.

If any of the teaching staff are already employed by the Governing Body of the School, their costs may not be included in the costs passed on to pupils, unless they are:

employed to provide individual tuition in the playing of a musical instrument engaged on a SEPARATE CONTRACT FOR SERVICE to provide the optional extra.

A contract for services can be a simple document or letter, written on behalf of the Governing Body inviting a teacher to provide certain services for a specific activity taking place at a specified time, in return for payment of expenses. The teacher will be asked to signify agreement by signing and returning a copy of the letter.

### ***VOLUNTARY CONTRIBUTIONS***

The restrictions on charging for school activities do not in any way prohibit the School from seeking voluntary contributions. Such contributions must, however, be genuinely voluntary.

If the activity cannot be funded without voluntary contributions, the teacher would want to make this clear to parents at the outset. An initial letter could explain the nature of the proposed activity and its likely value in educational terms. It could then indicate the contribution per pupil which would be required if the activity were to take place. It should emphasise that there is no obligation to contribute and that no pupil would be omitted from the activity because his or her parents were unwilling or unable to contribute, but it could be made equally clear that the activity would not take place if parents were reluctant to support it.

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There is no limit to the level of voluntary contribution which parents or others can make to school activities. A request for a contribution could include the cost of subsidising pupils from low income families, or the cost of travel for accompanying teachers.

#### ***INCIDENTALS TO THE PROVISION OF EDUCATION***

Neither the pupil nor their parents may be required to pay for any materials, books, instruments or other equipment for use in connection with education provided during school hours.

Equipment is defined as excluding clothing, although parents can still expect the School to provide essential protective clothing such as safety goggles.

Any transport provided in school hours by the School to carry pupils between the School and any other place where education is to be provided must be free of charge. However, if a pupil makes use of transport NOT provided by the School to travel DIRECT FROM HOME to an activity sanctioned, though not provided, by the School, then parents may be asked to meet the cost of such travel. An example of this would be travel direct from home to work experience and vice versa.

#### ***BREAKAGE'S AND FINES***

There is nothing to prevent the School from asking parents to pay for the cost of replacing a broken window or a defaced, damaged or lost textbook where this is the result of a pupil's behaviour.

#### ***PUBLIC EXAMINATIONS***

**SEE - Governing Body Policy on Pupils and Public Examinations.**