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## **Charges for School Activities Policy**

### **What is this policy for?**

This policy sets out for which activities in school we will make a charge to the parents to cover some of the costs.

### **The vision for Charging**

The school aim is to provide the majority of opportunities for pupils at no additional cost to parents. However, in order to fulfil our ambitiously broad curriculum for pupils and to meet our school vision, there are some costs that we need to pass onto parents. These are taken in a holistic way and we try to ensure that the costs in each year group are spaced across the year. We ensure that more expensive items (e.g. residential trips) can be paid for in instalments over time.

### **When are charges made?**

#### **Determination of School Hours**

Non-residential – an activity is deemed to take place in school hours if 50% or more of the period is spent during school hours. Excluded from the calculation are:

- a) the normal lunch break; and
- b) time spent on travelling unless it occurs during school hours.

Becket Primary School publishes the length of the school day in the prospectus.

#### **Residential Visits**

- a) The calculation is based on the number of half days taken up by the activity, including travel, defined as any period of 12 hours ending with noon or midnight on any day, relative to the number of school sessions the participants would have attended had the activity not taken place.
- b) Where 6 or more hours in any half day is spent on the trip, it counts as a “whole half day”
- c) Where half or more of a session is spent on a trip, the entire session counts in the calculation.

Where the number of school sessions amount to or exceed 50% of half days taken up by the activity, it is deemed to take place in school hours.

### **How do we charge for activities in school?**

#### **Voluntary Contributions**

Contributions will be made through the Parent Pay online system.

Becket Primary School will seek voluntary contributions from Parents/Carers including a subsidy for low income families and the cost of travel for accompanying teachers for any school activity providing that the Head or Governing Body makes clear to Parents/Carers at the outset that:

- a) such contributions are genuinely voluntary
- b) pupils will not be treated differently according to whether Parents/Carers have made a contribution;
- c) Parents/Carers are informed of the level of contribution and whether the activity could take place if Parents/Carers were reluctant to support it;
- d) there must be a 90% level of contribution for a day visit, 97% for a residential visit to go ahead (excluding children for whom a remission has been made).



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There is no limit on the level of voluntary contribution sought or any restriction in the use made of them.

### **What do we charge for in school?**

#### **During School Hours**

Parents/Carers will be expected to pay for:

- a) Music tuition for instrumental lessons (over and above the classroom music lessons). This will be paid by parent pay on a termly basis (3x a year). The rate will be determined by the cost of the lessons.
- b) The cost of ingredients or materials (e.g. cookery, special art/DT materials etc.) if Parents/Carers wish to own the finished product.
- c) The board and lodging element of all residential trips and visits except in the case of pupils whose Parents/Carers are in the receipt of free school meals, where help will be provided by the school.

#### **Outside School Hours**

Charges may be made for "Optional Extras", provided participation in the optional extra activity is on the basis of parental choice and a willingness to meet the charge. Optional extras are defined as:

Falling wholly or mainly outside of school hours (51% +), unless the activity comes into one of the following categories:

- to fulfil any requirements specified in the syllabus for a prescribed public examination; or
- specifically to fulfil statutory duties relating to the National Curriculum; or
- specifically to fulfil statutory duties relating to religious education.

**The total charges** for activities within or outside school hours may include an element for:

- a) a pupil's travel cost
- b) A pupil's board and lodging costs, (except where Parents/Carers are in receipt of income support)
- c) Materials, books, instruments and other equipment
- d) Non teaching staff costs
- e) Entrance fees to museums, castles, theatres etc.
- f) Insurance costs
- g) The engagement of teaching staff specifically for providing the activity and supplying such staff with travel, board and lodging, provided that if they were employed by the LA or Governors, they are:
  - i) to provide individual music tuition; or
  - ii) engaged on a separate contract for services to provide the optional extra.

**"The contract"** The contract for activities involving charges may take the form of a letter inviting the teacher to provide certain services for a specific activity taking place at a specified time, in return for payment of expenses and, where appropriate a fee.

Charges for individual pupils may not:

- a) exceed the actual cost of providing the optional extra activity divided by the number of pupils willing to participate;



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- b) include an element of subsidy for pupils whose Parents/Carers wish them to participate but are unwilling or unable to pay; and
- c) include the cost of alternative provision for more pupils who do not wish to participate, where a small part of the activity takes place in school hours.

## **Remissions Policy**

The statutory minimum must provide for complete remission of board and lodging charges to pupils whose Parents/Carers receive income support if an activity takes place during school hours; or is out of school hours but covered by requirements relating to prescribed syllabuses, or duties relating to the National Curriculum, or duties relating to Religious Education.

## **How do we measure success in charging and remissions?**

The school does not accumulate debt.

## **Resources**

School equipment and facilities are for the efficient and effective operation of the school. However the equipment and facilities might also sometimes be available to others provided any associated material/running costs are met and do not become the liability of the school. For instance, the school photocopier may be used for non-school associated activities by school personnel provided such usage does not interfere with day-to-day activities and provided the associated costs are reimbursed at 5p per sheet of photocopying.

## **Safety & Risk**

Risk assessments are made for every off-site visit, whether local or further afield, whether use of the resources will be detrimental to the school. Where there is doubt guidance is sought from the education visits co-ordinator with reference to the relevant policy, or the Governors.

## **Community Involvement & Collaborations**

The School has a close relationship with organisations within worle. Nature of collaborations will be taken into consideration as to which costs are met by school and which by parents.

## **Monitoring and Evaluation**

The Senior Leadership team will monitor the charges being requested across each year group. This will occur as a planned item at the start of the year through the planning of a range of activities for each year group. For example Year six have a residential so will attend less day trips through the year. It will be monitored as the actual costs of each trip are known, and reviewed at the end of each school year.

Information gathered is shared with the Governing Body.

Policy written: December 2020

Policy review: December 2021

Ratified by the Local Governing Body. Date:

Signed by chair or vice-chair:

Date:



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