

## BRADLEY GREEN PRIMARY ACADEMY – Charging Policy

### 1 Introduction

- 1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

### 2 Education During School Hours

- 2.1 No charge can be made for admitting pupils to maintained schools. Education provided during school hours must be free. This includes materials and equipment, and transport provided in school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity. "School hours" are those when the school is actually in session and do not include the break in the middle of the school day. It is good practice for schools to make this information available to parents and others.
- All 3- and 4-year-olds are currently entitled to 15 free hours of nursery education per week, for 38 weeks per year. A school's governing body can also provide community services and facilities on the school's premises and set up a company in accordance with the powers for governing bodies set out in Section 11 of the Education Act 2002. School now offers 30 hours to families who are eligible in nursery and a charge is made for the additional 45 minutes for nursery pupils.

### 3 Education Partly During School Hours

- 3.1 Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge may be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.)
- 3.2 As an example, a long-distance trip might involve much travel before and after normal school hours, but if the time spent at the destination fell mainly within school hours, the trip would count as happening in school time and be free of charge. By contrast, a trip that involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, could be classified as taking place outside school time. Charges would then be allowed.

### 4 Education Outside School Hours

- 4.1 Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education. In addition, no charge can be made for activities that are an essential part of the syllabus for an approved examination (see paragraph 11 on Public examinations).
- 4.2 Charges may be made for other activities that happen outside school hours if parents agree to pay.
- The Education Act 1996 describes activities that can be charged for as "optional extras". It is up to the LA or governing body providing the activities to decide whether to make a charge.

### 5 Residential Visits

- 5.1 Special rules apply for residential activities. A trip counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half-days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half-days beginning at noon and at midnight.

- 5.2.1 On this basis, a term-time trip from noon on Wednesday to 9.00p.m. on Sunday would last for nine half-days, include five school sessions and would count as taking place in school time. A trip from noon on Thursday to 9.00p.m. on Sunday would count as seven half-days, include three school sessions and would be classified for charging as taking place outside school time. If 50 per cent or more of a half-day is spent on a residential trip, the whole of that half-day should be treated as spent on the trip.
- 5.3 If a residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel. However, charges can be made for board and lodging in these circumstances, except for pupils whose parents are receiving:
- o Income Support
  - o Income-based Jobseeker's Allowance;
  - o support under Part 6 of the Immigration and Asylum Act 1999;
  - o Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue & Customs, that does not exceed £15,860 for the year 2014-15);
  - o the guaranteed element of Pension Credit.

The Principal should advise all parents of the right to claim free activities if they are receiving these benefits.

## **6 Voluntary Contributions**

- 6.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, although schools cannot charge for school-time activities, they may still invite parents and others to make voluntary contributions (in cash or in kind) to make school funds go further. All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary. Governing bodies should also make it clear that children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents this should be explained to them at the planning stage.
- 6.2 Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity must be cancelled. The essential point is that no pupil may be left out of an activity because his or her parents cannot, or will not, make a contribution of any kind. The school must first decide which class, or group of pupils, will benefit from the activity and then look for voluntary contributions, either for that activity, or by general fund-raising.
- 6.3 Currently the Governors have agreed a budget to support the cost of at least one visit for each pupil. Parents and Carers are given reasonable advanced notice of proposed visits/activities and the school provides details of how each individual voluntary contribution amount has been determined. Staged payments are arranged where contributions are significant.
- 6.4 The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;

visits to or by a theatre company;  
school trips abroad;  
musical events.



## **7 Music tuition**

7.1 There is a charge for other individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. Peripatetic music teachers teach these individual or small-group lessons. We make a charge for these lessons, but parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

7.2 Where extracurricular music tuition takes place at a venue outside school, then parents are asked to share the cost of transport with the school.

## **8 Swimming**

8.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons will take place and the method of transport involved.

## **9 After-school tuition/coaching**

9.1 The school offers quality, additional tuition after school where possible eg.dance, football. If trainers, who are not members of the school staff, run and organise these sessions (under the supervision of school staff), there may be a charge for these sessions, but parents whose children are entitled to free school meals should be exempt from payment as part of extended provision.

## **10 Vandalism / Damage**

In the rare event of deliberate damage to school property, parents will be asked to make a contribution to the replacement.

## **11 Childcare**

Parents/Carers will be responsible for meeting the full costs for childcare provided by school or by a partner working with the school, including any transport costs for supervised transfer. Parents/Carers may be eligible for financial support towards childcare costs e.g. through Working Tax Credits. The school will aim to promote financially self-sustainable childcare with full regard to existing provision within the locality.

## **12 Monitoring and review**

12.1 This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.

**Signed:**

**Chair of Governors Date:**

**Signed:**

**Principal**

**Date:**