

# Federation of Shevington Primary Schools

Millbrook and Shevington Vale Primary Schools



## Charging Policy

Date approved  
Autumn 21

Review date: as necessary guided  
by Wigan Local Authority

## **FEDERATION POLICY STATEMENT FOR CHARGING FOR SCHOOL ACTIVITIES**

This document outlines the Federation's procedures regarding Charging for School Activities. The policy was formally drawn up after a review of current provision and discussions with staff and Governors. Its implementation is the responsibility of all staff and Governors. It was approved by the Federation's Governing Body and will be reviewed periodically.

### **EDUCATION SHOULD BE PROVIDED FREE OF CHARGE:**

It is important to understand that underlying the charging provisions of the Education Reform Act 1998, is the basic principle that education provided by a school maintained by a local education authority should be free of charge:

1. If it takes place wholly or mainly during school hours
2. If the purpose of the education provided wholly or mainly outside of school hours is provided:-
  - to fulfil statutory duties relating to the National Curriculum
  - or specifically to fulfil statutory duties relating to Religious Education

Under 1 the only charges which may be made are in respect of individual music tuition which is provided in certain specific circumstances.

Under 2 the only charges which may be made relate to the cost of board and lodging on residential visits.

Other occasions on which charges can be made are also strictly limited.

### **Charging for School Activities**

#### **General**

Section 457 of the Education Act 1996 requires that every governing body of a maintained school shall determine and keep under review a policy for charges in connection with 'Education' at that school.

This policy statement makes the distinction between those activities undertaken at the Federation Schools for which the governing body is prohibited from charging for the service provided and those activities/services for which it is permitted to levy charges.

#### **Permitted Charges**

As part of its statutory responsibilities, this school will not charge registered pupils at the school for education provided during normal school hours with the exception of:

- i) Tuition in playing a musical instrument where the tuition is provided individually or to a group of not more than four pupils, unless the tuition is part of a syllabus for a public examination for which the pupil is being prepared by the school, or part of the implementation of the National Curriculum. This also applies to tuition for playing a

musical instrument when the tuition is required as part of the syllabus for which the pupil is being prepared for public examination.

- ii) If the music tuition is provided out of school hours and not being aimed for public examination, then charges may be levied accordingly.

The school may raise a charge to the parents of pupils concerned for the following:-

### **Board and Lodging on Residential Visits**

In accordance with the Act a charge will be made for board and lodging and any charge made must not exceed the full cost of the trip.

The provision of extra curricular activities out of school hours such as sports clubs, summer schools, childcare and tap-in services;

Additional transportation costs, which are not incidental to the education, provided to registered pupils.

### **Prohibition of Charges**

The schools are prohibited from raising a charge in respect of the following: -

#### **Admissions**

No charge shall be made in respect of admissions to the school. The only circumstances where this may not apply is when:

part time education is being provided to individuals over school age;

full time education has been provided to persons over 19 years of age;

and teacher training.

#### **Incidental Charges**

The parents of pupils registered at the school may not be charged for or asked to supply any materials, books, instruments or other equipment for, or in connection with, the statutory education provided in school, or a syllabus for a prescribed examination for which the pupil has been prepared at the school.

Incidental charges may be made for the supply of any materials used in the production of an article, in the course of the education of the pupil, where the parent has indicated in advance of the payment that they wish the article to be owned by the pupil/parent.

**The Governors wish to point out:**

Participation in an optional extra activity will be on the basis of parental choice and the willingness to meet such charges. The agreement of the parents is, therefore, a necessary pre-requisite of an optional extra for the charges which are to be made.

Any charge made to an individual pupil may not exceed the actual cost of providing an optional extra activity divided equally by the number of pupils willing to participate. It may not include any element of subsidy for any pupils. Any subsidy must be given from the Authority or school funds or from voluntary fund raising.

### **Charging by Third Parties**

Under the terms of the Education Reforms Act it is permissible for a third party to arrange an activity during school hours and for parents to ask the school to grant their children leave of absence in order to join the activity. On such occasions the third party would be able to levy charges upon parents. The Authority and the Governing Body of the school would not take part in the transaction.

Please note that:

Governors will grant leave of absence for pupils only for activities which have genuine educational merit.

Governors will ensure that adequate insurance cover is arranged and that adequate supervision is provided by the third party.

Leave of absence with pay (providing no other payment is made) will be granted to teachers to take part in an activity arranged by a third party which has been approved by the Governing Body of this school.

### **Charging in Kind**

It is hoped that parents will continue to support the school by providing ingredients or materials for subjects like Technology, Cookery etc and that parents will enjoy the end product made by their children. Assistance will be given to any pupil who is not able to provide the necessary materials.

### **Voluntary Contributions**

It is the view of the governors that although a high standard of education will be maintained the fullest educational experience cannot be provided without the co-operation and financial assistance from parents. The governors wish to stress that voluntary contributions made by parents to the school must be genuinely voluntary. The terms of any request for contributions will make it clear:

There is no obligation to contribute and

That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

If not enough parents/carers make a contribution to cover the cost of, for example, an educational visit, then at the discretion of the Executive Headteacher or her assistant, the visit will not take place.

Parents/Carers are advised to contact the school if they are in receipt of Income Support. This information will be treated in strict confidence.

Remission Policy – i.e. the circumstances in which school will make the contribution on behalf of the parents

See Appendix 1 and 2 for a sample letter to parents/carers requesting a voluntary contribution.

### **Confidentiality Statement**

Staff members and Governors of the Federation, have a statutory obligation to safeguard personal and confidential information about children and colleagues

All information about individuals is private and will only be shared with those staff who need to know.

All personal information is held in a safe and secure place which cannot be accessed by anyone other than specified school staff.

Staff members are aware that any breach of confidentiality may be a matter for disciplinary action

Children have the same rights to confidentiality as adults. However under child protection procedures, children are told that, in exceptional circumstances, some information may need to be shared with parents / carers or other people.

Parents are informed through our Fair Processing Notice about the level and range of data that is shared and the agencies with whom it is shared and their right to consent to disclosure.

Parents / carers may request access to information on behalf of their child.

Further details can be found in our Confidentiality Policy which can be obtained on request from the school office.

### **Remissions Policy**

The Governing Body will meet (in whole or part) any charge due to the school/LA for the cost of optional extras or payable board and lodging for a registered pupil at the school if the parents are entitled to state income benefits.

## Appendix 1- Residential Educational Visit

Dear Parent/Carer

I have made provisional arrangements for a group of 36 children to visit Wigan LA's Outdoor Education Centre in the Lake District from Monday, 30 October to Friday 3 November inclusive.

Low Bank Ground Education Centre is on the east side of Coniston Water, just 2 miles from Coniston village. The farmhouse dates from the sixteenth century when the land was cleared from the forest previously owned by the monks of Furness Abbey.

The Centre gives pupils the opportunity to live and learn together for a short period in a new and interesting environment. The aims can be expressed in terms of personal awareness, social awareness, environmental awareness and academic achievement. A high level of behaviour, self-discipline and organisation is also required.

The children attending this course will follow the 'Explorers' programme and the John Muir Award schemes. In this programme the emphasis is on an adventurous approach to the exploration of 'natural' environments such as mountain, lake, forest and river. A typical programme might include woodland and mountain walks, canoeing, rock scrambling, orienteering and environmental activities. The course covers the programme of study for outdoor and adventurous activities (National Curriculum: P.E.) at Key Stage 2.

The **estimated** cost of the visit is **£165.00**, which includes coach fares, insurance, qualified instructors for activities, use of centre mini buses, all food and use of wetsuits, waterproof boots, safety equipment, canoes etc. This is subject to confirmation dependent upon the number of children taking up this opportunity. As the visit takes place in school hours and the purpose of the visit forms part of the curriculum for Geography, charges for board and lodging may not be made for any pupils whose parents are in receipt of income support or family credit at the time when the visit takes place. In these circumstances the LA / Governors will remit the cost of board and lodging for those pupils completely. If you wish to apply for remission of costs, please see The Executive Headteacher or Head of School. We recommend an additional £5.00 **maximum** for pocket money.

As well as the staff employed by Wigan at Low Bank Ground the group of children will be accompanied by two members of staff from our school, myself and another, plus two other helpers.

If you would like your child to go on this visit I would be grateful if you would complete the slip printed below and return it to school with a deposit of **£25.00 ON , OR BEFORE MONDAY, 19th**

Yours sincerely

Class Teacher

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I would like my child to go to Low Bank Ground,

I enclose a deposit of £25.00

Child's name .....Class .....

Parent's signature .....

## Appendix 2

### Local Day Educational Visit

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Dear Parent/Carers

We are very excited about our school trip to Blakeley's Waste Management site in Abram on Thursday 9<sup>th</sup> June. This will kick start our topic 'Love Our World', where the pupils will be looking at re-cycling and the environment.

The coach will leave school at 9.00am and will return for 3.30pm. The children will require a packed lunch in a **re-usable** lunch box. They have a challenge to bring a "waste free lunch" and reduce the amount of wrapping! Any waste created will be collected and weighed, and our school will go on a league table with other schools. So, please make Shevington Vale top of the table with no waste!

Pupils need to be in school uniform but require sensible footwear of trainers or Wellingtons (or they will not be allowed onto the site) and a waterproof coat.

The cost of the trip is £5.00 per pupil. This covers the hire of a coach and insurance. Please fill in the reply slip below and return to school no later than Tuesday 7<sup>th</sup> June.

There is no obligation to contribute and no pupil in the group will be omitted from the visit, but it will be necessary to have substantial voluntary contributions in order that the visit takes place. However, if insufficient contributions/donations are received by Monday 6 June it may be necessary to cancel the visit.

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Yours sincerely,

Class teacher

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I give /do not give permission for my child ..... Year .....  
to attend Blakeley's Waste Management Site.

I enclose £5.00 to cover the cost of this trip.

My child will / will not require a school packed lunch      **School meal children only**

Signed ..... Parent/ Carer