

An Baya Primary Schools Federation



An Baya

TOGETHER WE CAN MAKE A DIFFERENCE

Charging Policy



**Madron
Daniel**
Cof E SCHOOL

INSPIRE • BELIEVE • ACHIEVE

Reviewed for December 2022

Agreed by staff:

Date: 25.1.22

Signed: Hilary Tyreman

Agreed by Governors

Date: 25.1.22

Signed: Jeff Davis

CHARGING POLICY

INTRODUCTION

The purpose of this policy is to guide the head teachers and governing bodies on charging and remission for school activities and school visits.

Christian Vision for our School

Governors' Mission statement

At An Baya Primary Schools our mission is to educate **all** children spiritually, intellectually, socially, morally, aesthetically and physically to be able to make a difference by following the example of Jesus in the gospels living out 'life in its fullness.'

The schools aim to achieve this by:

- **Educating for Wisdom, Knowledge and Skills** by following a broad and balanced curriculum that stimulates a sense of curiosity and excitement about the world whilst developing the full potential of all children.
- **Educating for Hope and Aspiration** by providing a safe, nurturing and caring environment where all children can take risks, build resilience, flourish and demonstrate courageous advocacy in action.
- **Educating for Community and Living well together** by building positive relationships with our local, national and international communities and for the schools to be hubs of learning in the community, making a positive difference to children and their families.
- **Educating for Dignity and Respect** by promoting perseverance, generosity, and courage so that children leave our schools equipped with the character virtues to make a difference

Our curriculum

At An Baya schools, we pride ourselves in being a fully inclusive. We aim to inspire and enthuse children to achieve their full potential in every area of learning, developing belief, ambition and aspiration for all. It is the school policy to ensure that appropriate activities and visits are encouraged, in order to support our vision for a rich and creative curriculum. They provide curriculum enhancement, making learning more meaningful through first-hand experience. This policy outlines the circumstances under which school will charge for activities. It also highlights the arrangements to support those who may be unable to pay, in line with our focus an environment where everyone is nurtured and encouraged.

Related Policies

Department for Education - 'Charging for school activities' - Departmental advice for governing bodies, school leaders, school staff and local authorities May 2018.

Charges

The governing body reserves the right to make a charge in the following circumstances:-

- **School visits in school hours** – the board and lodging element of residential activities deemed

to take place in school hours.

- **Extended School Activities (occurring outside school hours)** – the full cost to each pupil for transport and other costs (including the hire of the Institute, field, staffing and resource costs) involved for activities deemed to be optional extras occurring out of school hours, Breakfast club and After School Child Care.
- **Charging in kind** – the cost of materials used for activities occurring out of school hours.
- **Peripatetic tuition** to children learning a musical instrument such as recorder during school hours; other instrumental tuition is subject to Cornwall Music Service Trust charges.

No charge will be levied for:

- materials used in the delivery of the curriculum,
- materials used by children undertaking homework,
- tuition by school staff for out of school activities,

VOLUNTARY CONTRIBUTIONS

It is the policy of the school to ask for voluntary contributions towards the costs incurred for certain activities to enable these to take place.

However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset.

There is no obligation to make any contribution and no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled.

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. It is the intention of the governing body to cover the costs of all visits from the collection of voluntary contributions (as opposed to making a charge).

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. We will not discriminate against a child taking part based on their ability to make a voluntary contribution.

Sometimes the school will pay additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request

The following is a list of additional activities organised by the school, which require voluntary contributions from parents:

- Visits to museums and art galleries
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- School trips
- Musical events

SWIMMING

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 ask for a small voluntary contribution to cover the transport to the pool, swimming coach and hire of the pool. We inform parents when these lessons are to take place in advance.

HOLIDAY CLUB (partnership activity with Penlee Cluster of Churches)

Our Holiday club is mainly sustained by grants and requests for contributions towards costs from parents. The contribution asked for will not exceed £5 a day and a reduced cost to children in receipt of Pupil Premium

Minibus contribution

A voluntary contribution of £3 a year is suggested for all parents/carer to help with running costs, covering fuel and payment of driver as needed. This will be reviewed during the school year to ensure this is adequate.

INSTRUMENTAL MUSIC TUITION

There is a charge for individual or group music tuition if this is not part of the National Curriculum. Peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Children whose parents/guardians are eligible for income support will receive free instrumental tuition and a subsidy is available for families entitled to Working Tax Credit, Disability or Job Seekers Allowance. These remissions apply to one instrument only.

All instrumental teaching at An Baya schools is through the Cornwall Music Service Trust (CMST). Parents and carers booked this tuition either CMST and pay CMST direct

An Baya School have number instruments available to hire to parents to facilitate children learning music instruments. Hire agreements are sent to parents and a charge of not more than £10,00 per term made to contribute towards servicing and maintenance of the instruments.

RESIDENTIAL VISITS

If the school organises a residential visit in school time or mainly school time, we make a charge to cover the costs of board and lodging and voluntary contribution towards travel expenses and activities costs. The charge and contribution is only set to cover our costs. The school may subsidise the visit by paying any teaching supply costs incurred.

Refunds and Remissions

In the event of a visit having to be cancelled, full refunds will be made of any monies collected.

Where the shortfall in contributions is minimal, the difference may be met from the Governing Body or Friends of St Mary's School (by prior agreement).

In respect of residential visits, where charges include board and lodging, parents in receipt of the following benefits will be exempt from paying the cost of board and lodging and should contact the School for further details:

- 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 Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

ACTIVITIES NOT RUN BY THE SCHOOL

Sometimes organisations acting independently of the school, arrange an activity after school. If parents want their children to join the activity, the organisation may charge parents e.g. Penzance Tennis Club and Go Active

Use of Pupil Premium to support activities

Every year, the governing body agree a proportion of the budget to support individual families in receipt of pupil premium and other relevant circumstances at the Headteacher's discretion which may be used to offset charges to support before and after school club and contribute to the cost of trips. In general the school offers 50% discount to children in receipt of pupil premium,

CHARGING IN KIND

Some after school clubs may make a nominal charge for materials/ingredients if the product is to be owned and taken home by the child afterwards. The school will inform parents prior to activities.

BREAKAGES AND FINES

The Governors reserve the right to ask parents to pay for the cost of replacing any item e.g. broken windows, defaced, damaged or lost equipment or any item damaged as a result of unsatisfactory pupil behaviour.

Arrears

Should the school start to offer a Breakfast club or After School child care then the policy of the school will be to seek full payment in advance for the cost of Extended School activities.

Costs for activities will be based upon attendance at all booked sessions, therefore parents should be expected to pay for sessions that their child does not attend.

If, at the end of a half-term charges are outstanding, further participation at the activity will be suspended.

SCHOOL DINNERS

All school meals need to be paid for on the day that they are taken by the child.

Schedule of charges for any information requested under the Publication Scheme

Disbursement cost at 0.05p/copy black & white or £0.10p/copy for colour

First/second class Postage

Method of Payment

School accepts payment by cash, cheque or BACS. Parents can purchase school uniform online directly from the supplier.

Debt and arrears in payments

The school has proforma letters for debt and arrears of school dinner money.....

EQUAL OPPORTUNITIES

The Governing body confirms that all children will be treated equally with regard to the implementation of this policy.

REVIEW

There will be an annual review of this policy in Autumn 2023

Credit Management Services

Code of Practice

- We do not use oppressive or intrusive collection methods.
- We do not act in a manner intended to embarrass the debtor.
- We are circumspect and discreet when attempting to contact the debtor, whether by telephone, letter, or by personal visit.
- We ensure that all attempted contact with the debtors is made at reasonable times and at reasonable intervals.
- Unless instructed otherwise by the debtor, we do not discuss with or disclose to neighbours, relatives or employers a consumer's indebtedness.
- We do not use improper means to obtain the telephone number or the address of the debtor.
- We do not pressure debtors to sell property or raise funds by further borrowing.
- We do not falsely imply that criminal proceedings would be brought, nor that civil action has been instituted in default of payment.

First Debtor Chasing Letter

Full Name(s)

First Line of Address

Second Line of Address

Town

County

Postcode

Date:

Dear (name)

INVOICE NUMBER/TYPE OF DEBT (SCHOOL MEALS/TRIPS/ETC):

INVOICE DATE:

AMOUNT OUTSTANDING:

Our records show that the above sum is outstanding and overdue for payment. For your assistance, we enclose a further copy of the invoice.

If you have a dispute or query regarding this invoice, or have already sent your payment to us, please use the below form to notify us immediately.

If you do not dispute this invoice, please forward your payment **within 7 days from the date of this letter**. Your remittance should be made payable to XXXXXXXXX or made via ParentPay/SchoolsComm.

Please return this letter or the slip from the foot of the invoice with your payment if paying by cheque or cash.

Thank you for your cooperation.

If you have already paid this invoice, please provide the following details...

Name	Telephone Number
Total Amount of Payment	£
Method of Payment	Cash/Cheque/ParentPay/SchoolsComm
Date of Payment	
Date the payment cleared your bank account	
Address to which payment was sent or taken	

If you have a dispute or query regarding this invoice, please provide full details in the space below. Please use additional sheets and attach copies of relevant correspondence if

necessary.

Name	Telephone Number
Details	

Final Notice Letter

Full Name(s)

First Line of Address

Second Line of Address

Town

County

Postcode

Date:

FINAL NOTICE

Dear (name)

INVOICE NUMBER/TYPE OF DEBT (SCHOOL MEALS/TRIPS/ETC):

INVOICE DATE:

AMOUNT OUTSTANDING:

Despite our previous correspondence, this invoice (copy attached) remains overdue for payment.

If you do not dispute this invoice, please forward your payment of £ (XXXXXXX) **within 7 days from the date of this letter**. Your remittance should be made payable to XXXXXXXXX or made via ParentPay/SchoolsComm.

If you have a dispute or query regarding this invoice, have already sent your payment to us, or are having difficulty in paying this invoice, please contact us immediately.

Thank you for your cooperation.

If you have already paid this invoice, please provide the following details...

Name	Telephone Number
Total Amount of Payment	£
Method of Payment	Cash/Cheque/ParentPay/SchoolsComm
Date of Payment	
Date the payment cleared your bank account	
Address to which payment was sent or taken	

If you have a dispute or query regarding this invoice, please provide full details in the space below. Please use additional sheets and attach copies of relevant correspondence if necessary.

Name	Telephone Number
Details	

Appendix

Useful Questions and Answers (from Charging for School Activities)

Q What is a charging policy?

A Under the charging provisions set out in legislation, governing bodies and local authorities of maintained schools may choose to charge for certain defined activities, but only if they have first drawn-up charging and remissions policies. These policies should be made available to parents on request.

Q A visit involving staying overnight has been arranged for children at my school. Can the school charge for this?

A Where a school activity requires pupils to spend nights away from home the school is allowed to make a charge for board and lodging. This is with the exception of pupils whose parents are receiving: Income Support; Income-based Jobseeker's Allowance; Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed £15,575 FY 08/09) and an income related employment and support allowance. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

Q. With regard to the remission of board & lodging payments, can you please explain who pays for the expense, would it come out of the school budget or is there a grant available to claim?

A Although the criteria for being eligible for the remission of charges for board and lodgings is the same as free school meals, that is where the similarity ends. The costs involved in the

remission of board and lodgings are to be borne by the school from their contingency funds. There is no return to be completed to re-claim the money back.

Q Our school has a large number of pupils eligible for free school meals, this means that they would also receive remission for board and lodgings expenses for residential school visits. How can the school fund/organize residential visits?

A The government provides funding for schools to each local authority according to a formula which recognises the different needs of each area. The same basic funding is provided for all comparable pupils across the country. This is then topped up according to local needs.

One of these top-ups reflects the numbers of pupils in a certain area living in deprived circumstances, as these pupils need extra help if they are to have an equal opportunity in life. The amount that individual schools receive from the local authority reflects their relative need compared with other local schools, through the locally agreed funding formula. All local authorities' funding formulae are required to include an element to reflect the needs of deprived pupils. It is for head teachers and school governing bodies to decide how to spend their available resources.

Schools cannot exclude children from taking part in an activity that is part of the National Curriculum purely on the grounds that the parent or carer, cannot make, or refuses to make, a contribution. This can clearly place schools in some difficulty on occasions where a number of parents/carers might be in such a position. The school then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled.

If there is a residential activity taking place largely during school time, or which 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.

Q Can governing bodies charge for educating children in maintained schools?

A. The local authority or governing body cannot charge for education that takes place in school hours. Nor can they charge for activities that take place outside school hours if these are part of the National Curriculum, necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education. They can charge for permitted 'optional extras', provided they have drawn up a statement of general policy on charging and given details of 'optional extras' they intend to charge for. The governing body's policy does not have to be the same as the local authority's policy, as long as it meets the requirements of the law.

Q Can a school charge for an activity that takes place out of school hours?

This kind of activity is often referred to as an 'optional extra'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. See guidance on optional extras.

The actual charge for the optional extra cannot exceed the actual cost of the provision. Schools cannot and must not make a profit from charging for optional extras. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Q Can a school ask parents for voluntary contributions?

A Schools may invite parents and others to make voluntary contributions to make school funds go further. All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary. It should be remembered that education provided during school hours must be free. This includes materials, equipment, and transport provided in school hours by the local authority or by the school to carry pupils between the school and an activity. Governing bodies should also clearly explain that children of parents who do not contribute will not be treated any differently, and that the activity might be cancelled if insufficient contributions are received.

Q The school has sent letters out to parents asking for contributions towards a school visit, do parents have to pay?

A Head teachers or governing bodies may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours;
- school equipment; and
- school funds generally.

Children of parents who are unable, or unwilling, to contribute may not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school should cancel the activity/visit. It would be advisable to make parents aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received from the outset.

Q What happens if the school is not able to raise enough voluntary contributions to cover costs?

A Where there are not enough voluntary contributions, and there is no way to make up the shortfall, for example school funds and/or fundraising activities, then it must be cancelled. The possibility of the activity/visit being cancelled due to a shortfall in contributions should be made clear in the information sent to parents.

Q What if a parent is unable, or unwilling to make a voluntary contribution? How does this affect their child(ren)?

A The school cannot exclude a child from taking part in an activity that is part of the National Curriculum purely on the grounds that you, the parent or carer, cannot make, or refuses to make a contribution. This can clearly place schools in some difficulty on occasions where a number of parents/carers might be in such a position. The school then has to decide whether

they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled.

Q What support can a school offer a parent/carer who has difficulty making a financial contribution?

A Schools must ensure that parents in receipt of Income Support, Income Based Jobseekers Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15,575 (Financial Year 2008/09). Some schools also have funds available to enable families in financial difficulty to send their children on visits/activities. Parents should be encouraged to speak to the head teacher in order to establish if such funding arrangements exist.

No charge may be made if there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination. In addition, if the activity 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 for any pupil, not just those whose parents are in receipt of benefits.

Q What about charges for transport during school hours?

A Any transport provided by the school in school hours will be provided free of charge (though a voluntary contribution could be requested). Guidance on school travel and transport is available [here](#).

Q Can the school charge for something like cooking ingredients or materials needed for a technology lesson?

A The school can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

Q Can the school charge entry fees for examinations?

A An examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the pupil to take it; and
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

Q. Can a school make a charge to pay for the administration required as part of the admission process?

A. Para 1.82 of the current School Admissions Code and para 1.93 of the revised School Admissions Code (which comes into force in February 2009) rules out practices that can lead to covert selection, such as asking parents for a financial contribution as a condition of entry. We are clear that schools cannot ask for a voluntary contribution as part of the admissions process and where this is found, we will not tolerate it. Legislation prevents maintained schools from charging fees for admission or for providing education during school hours.

Q. Can a school ask for a direct debit to the school fund?

A. No. A school may ask for voluntary contributions, as long as it is clear that they are voluntary, but we are clear that state education should be free and we have no intention of changing this policy. We will not tolerate this when it is brought to our notice. No contributions may be sought as part of the admissions process.