



# CEDAR TREE FEDERATION

## POLICY ON CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES

### Financial Year 2021-2022

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Version No.	1
Approved by:	FPP – on behalf of the full Governing Body
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Committee responsible for policy:	Finance, Premises and Personnel
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#### Cedar Tree Federation Vision

Promises for our children

- **Provide a loving environment that fosters faith, confidence and resilience** so that every individual delights in learning and develops the wisdom to live life in all its fullness
- **Guide and support one another upon life's journey** so that each person develops a deep understanding of themselves and others
- **Celebrate and value the uniqueness of each person** within a culture of acceptance and respect
- **Foster a commitment to the safekeeping of the world** and a sense of responsibility for its future
- **Nurture qualities of character and work together to flourish individually, locally and globally**

## INTRODUCTION

This charging policy is drawn up in line with the legislation governing the charging for school activities as set out in the Education Act 1996: Sections 449–462 and has been agreed by the Governors of Cedar Tree Federation.

1. **No charges will be made for:**

- an admission application;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education

2. **Charges can be made for activities *within school hours* for:**

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances (see paragraphs 13-15).

### Optional Extras

3. Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

4. In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

5. Charges made in respect of individual pupils will not exceed the actual per pupil cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
6. Furthermore in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
7. 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 prerequisite for the provision of an optional extra where charges will be made.

### **Voluntary Contributions**

8. Voluntary contributions will be sought for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body will make this clear to parents at the outset. The governing body will also make it clear to parents that there is no obligation to make any contribution.
9. 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, then it will be cancelled. The governing body will make sure that this is made clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

### **Residential Visits**

10. The governing body will not charge for:
  - education provided on any visit that takes place during school hours;
  - education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education; and
  - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
11. The governing body **can** charge for:
  - board and lodging and the charge will not exceed the actual cost.
12. Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:
  - Income Support (IS);
  - Income-Based Jobseekers Allowance (IBJSA);
  - Support provided 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 £16,190 (Financial Year 2012/13)

- State Pension Credit, where the parent is in receipt of the guarantee credit; and
- Income-Related Employment and Support Allowance.

### **Music Tuition**

13. Although the law states that all education provided during school hours must be free, music tuition (i.e. tuition in singing and/or in playing a musical instrument) is an exception to this rule.
14. Charges may be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing during school hours, if it is provided at the request of the parent. No charge will be made in respect of a ‘looked after’ pupil.
15. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

### **Transport**

16. The governing body **cannot** charge for:
  - transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
  - transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
  - transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
  - transport provided in connection with an educational visit.

### **Activities not run by the school or Local Authority**

17. When organisations acting independently of the school or LA arrange an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school for a family holiday. However, where an activity is organised by a third party and is approved by the school, is educational or is supervised by someone authorised by the school, it is treated as if it were provided by the school and no charge will be made to the parents or pupils. Such an activity, if it takes place outside the school premises, is an “approved educational activity” within the meaning of Regulation 6(4)(a) of the Education (Pupil Registration) (England) Regulations 2006 (as amended).

Date of Review	Next Review	Governors Committee
May 2021	April 2022	FPP