



St Merryn School Charging Policy

This policy is drawn up in accordance with the DFE requirements October 2014 and of section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002.

School Governing Bodies cannot charge for:

- Admission Applications or appeals
- Education provided during school hours (books, instruments etc)
- Education provided outside of school hours if it is part of the curriculum
- Instrument, vocal tuition unless requested by the parent
- Entry to exams
- Transport provided in connection with an educational visit

1. Action required by Governors.

The school recognises that there are a number of activities which will only take place if parental contributions are available but it stresses that no child should be excluded from any activity organised by the school because of the liability or unwillingness of their parents to pay such a contribution.

2. Optional visits wholly or mainly outside school hours.

It is the intention of the school to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals and, if desired, a sum of money to enable some pupils to go on the visit without payment, or to cover teachers' travel costs, where a separate contract is issued.

ACTION: Governors will need to decide their policy on charge for school visits outside school hours on the basis either that the visit will proceed only if all those who wish to go pay the full costs or on the basis that they will set aside monies to cover the cost for those parents who wish their child to go on the visit but who are unable or unwilling to pay. These monies may be from the school's funds i.e., for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities).

3. Visits wholly or mainly during school hours.

It is the intention of the school to invite voluntary contributions toward the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a

prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs.

ACTION: Governors' discretion

Governors will need to decide their policy on charging for school visits during school hours, on the basis either that the visit will proceed only if all those who wish to go are willing to make a voluntary contribution, or on the basis that they will set aside monies to cover the cost for those parents who wish their child to go on the visit but who are unable or unwilling to make a voluntary contribution.

The effect of the restriction on charging and of the fact that a child may not be prevented from going on a visit during school hours if the parents are unwilling or unable to make a voluntary contribution may lead to certain visits becoming unviable unless the governors set aside monies (i.e., for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities)) to cover the deficit or an element of subsidy is built in to the voluntary contribution.

4. Board and lodging charges on residential visits.

It is the intention of the school to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours, or if out of school hours, provided as part of the syllabus for a prescribed public examination or required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

The costs of transport, insurance, admission charges, etc. incurred during residential trips may not, however, be charged, although voluntary contributions may, of course, be requested and could become a necessary prerequisite for the visit taking place.

ACTION: Governors' discretion

The effect of the restriction on charging and of the fact that a child may not be prevented from going on a visit during school hours if the parents are unwilling or unable to make a voluntary contribution to expenses other than for board and lodging may lead to certain visits becoming unviable unless the governors set aside monies to cover the deficit.

5. Individual tuition in the playing of a musical instrument.

It is not the intention of the school to charge for such tuition where it is provided by school employed staff, whether in or out of school hours. However where tuition or ensemble activities are provided at parental request by external agencies and peripatetic teachers a charge may be made to pupils concerned.

7. Entry to examinations which are not prescribed in regulations issued by the Secretary of State.

It is the intention of the school to charge the full cost of the entry.

ACTION: Governors' discretion to amend school policy.

Governors may wish to set aside monies to assist parents with the cost of entry to non-prescribed examinations. This could come from the delegated budget or private funds.

8. Charges for ingredients, materials and equipment.

Schools must be prepared to provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents who are willing to contribute in cash, or in kind, can be encouraged to do so on a voluntary basis. The school may charge for, or invite parents to supply, ingredients, materials and equipment if parents have indicated in advance a wish to own the finished product.

ACTION: Details of the arrangements which the school has adopted in these matters should form part of the published policy on charging.

9. Charges for breakages and fines.

ACTION: There is nothing to prevent schools from asking parents to pay for damage to equipment or property caused by their child and governing bodies are advised to include their policy on such matters in their discipline codes so that parents and pupils know where they stand.

10. Recovery of unpaid charges.

Sums payable by parents for wasted examination fees, for optional extras to which they had agreed, or for board and lodging, are recoverable as civil debts.

ACTION: Governors will wish to balance the cost of recovering such charges in this way against the sums involved and it may be sensible to request payment in advance of all voluntary contributions or permissible charges for board and lodging and trips undertaken outside school hours.

11. Before and Afterschool care.

The school may charge for extended day services offered to pupils.

ACTION: Details are on the school website.

Charges must never exceed the actual cost per child calculated by dividing activity between number of pupils participating.

There is no legislation to say schools can't ask for voluntary contributions. If an activity cannot be funded without such costs parents must be made clear.

- Free School Meal (pupil premium) children are exempt from residential visit costs.

Approved by Staff – Feb 15

Approved by Governors – Mar 15

Review Date – Mar 17