



# **St Brigid's School**

## **Charging Policy**

Report Author	RJ
Ratified by Governors	15.03.14
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Status	Ratified

## **Purpose of the Policy**

The purpose of the policy is to clarify the charges that can and cannot be raised for activities at St Brigid's school.

The policy has been created according to Sections 449-462 of the Education Act 1996 which explain the law about the charges that can and cannot be made for activities in schools maintained by local authorities.

## ***Circumstances where charges are not raised***

Charges are not raised for the following:

### **Education in School**

- Education provided wholly or mostly during school hours.
- Cases of receiving compulsory school aged children into the school.
- Activities that are part of the National Curriculum, or a part of a special examination syllabus, or part of religious education.
- Any materials, books and instruments or equipment provided.

### **Transport**

- Transporting registered pupils to and from the school site, if the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to another site where the governing body or the local authority have arranged for the pupils to be taught.
- Arranging transport that enables a pupil to meet examination requirements, when she/he has been prepared for that examination in the school.

### **Residential visits**

- Education provided during any visit that takes place during school hours.
- Education that is provided during any visit that takes place outside school hours, if it is part of the National Curriculum, or part of a syllabus for a specific public examination for which the pupil is being prepared in the school, or part of religious education.
- Supply teachers to work in place of those teachers absent from school because they are taking pupils on a residential visit.

### **Musical instrument training**

- Children who are learning to play musical instruments as part of the National Curriculum, or part of a syllabus for a specific public examination for which the pupil is being prepared by the school, or part of religious education; or
- The cost involved in preparing a pupil for an examination.

### **Examination fees**

- The registration fee for a specific public examination, if the pupil has been prepared for it in the school.

## ***Circumstances where charges are raised***

### **Additional Optional Activities**

A charge can be made for other activities called optional activities. When an extra optional activity is provided, a charge can be made as follows for the provision of materials, books, instruments or equipment:-

#### **Education**

- Activities that take place wholly or mostly outside school time, if they are not part of the National Curriculum, part of a syllabus for a specific public examination for which the pupil is being prepared in the school, or part of religious education.
- Materials used in practical subjects and project assignments, on condition that the parents have agreed beforehand that they or the pupil wish to keep the finished product, e.g. ingredients or materials.

#### **Extra curricular activities**

- Musical instrument training provided to individual pupils, or a group of a maximum of four pupils, if the teaching is not part of the National Curriculum or a public examination syllabus that the pupil is following. Fees will be published on the school booking form to allow parents/guardians to make choices whether or not to book music lessons from peripatetic teachers.
- Group dance and Group speech and drama lessons if the teaching is not part of the National Curriculum or a public examination syllabus that the pupil is following as an addition to the normal curriculum.
- School run residential trips which take place partly or wholly outside of term time (e.g. skiing)
- Residential trips or activities run by the Combined Cadet Force in addition to the weekly instruction (detail of charges will be given for each CCF activity as/when they are offered)

#### **Transport**

- Transport that is not needed to take the pupil to the school or other site where the governing body has arranged for education to be provided for the pupil.
- The use of the school minibuses (approx. 50p per pupil per mile driven)

#### **Examination fees**

The examination is on the prescribed list, but the pupil was not prepared for it at the school.

- The examination is not on the prescribed list, but the school arranges for the pupil to sit it.
- The pupil fails, without good reason, to meet the requirements of any public examination, when the governing body or the local authority have paid or agreed to pay the registration fee originally.
- Registration for re-sitting any examination.

A list of examination fees is available from the Examinations Officer.

## Food and accommodation

- The cost of food and accommodation for residential trips, even when the trips take place mainly during school time. (Pupils whose parents receive certain benefits will be exempted from paying the cost of food and accommodation, see below).

## Voluntary Contributions

Although schools cannot charge for activities that take place during school time, it is possible to ask for voluntary contributions from parents for activities that supplement the normal school curriculum e.g. swimming (not compulsory)

Requests to parents for voluntary contributions will assume:-

- that there is no legal obligation to make a voluntary contribution;
- that pupils will not be left out because of their parents' inability or unwillingness to pay;
- that children of parents who cannot contribute will not be treated differently in any way; and
- that the activity will be cancelled if there are not enough voluntary contributions to make the activity possible, and if there is no way to make up the shortfall.

Requests for voluntary contributions connected with individual pupils cannot include any element of subsidy for any other pupils who wish to take part in the activity, whose parents are unwilling or unable to pay the full charge.

Payments over £5.00 will be made using Parentpay and a small administration fee for this service will be included into any amount requested.

## Refraining from charging

Parents who can prove that they receive the following benefits will be exempted from paying the cost of food and accommodation on a residential trip (known as Remission of fees):-

- a. Income Support.
- b. Job seekers allowance based on income.
- c. Any other benefit or allowance, or if they are entitled to any tax credits under the Tax Credits Act 2002 or an element of such a tax credit, as regulations note from time to time, for any period that is related fully or partly to the time spent on the trip. At present the following are noted:-
  - Support from Part 6 of the Immigration and Asylum Act 1999.
  - Child Tax Credits, on condition that the individuals in question also receive Working Tax Credits and that the family income (according to an assessment by Her Majesty's Revenue and Customs) is not more than £16,040 (for 2009/10) (i.e. children who are entitled to have free school meals).

Remission of fees for school trips which were previously paid by Denbighshire County Council will now be funded through the school's Pupil Deprivation Grant (according to the above criteria). Provision will be made for this in the annual PDG plan which is submitted to Welsh Government.

The governing body may refrain from charging parents, wholly or partly, for the cost of other activities in specific circumstances. Application for assistance should be made in writing to the headteacher in advance of any trip. Any application will be treated in the strictest confidence.

### **Circumstances when the school may charge other bodies**

The school may charge for the use of the school hall, studio or classrooms. Charges are agreed annually by the finance committee (see below). Agreed rates may be waived or varied at the discretion of the Head Teacher.

#### **SCALE OF CHARGES FOR HIRE OF SCHOOL FACILITIES:**

The letting policy for St Brigid's School is scheduled below.

Hire charge for classrooms:

The School Hall	£15 per hour
The Studio	£10 per hour
Up to two classrooms	£10 per hour
Each additional room	£10 per hour
School minibus	

The above rates can be waived or varied at the discretion of the Head Teacher.

All lettings are subject to completion of the appropriate Lettings application form available from the School Facilities Support Officer which must be authorised by the Head Teacher. A copy of the authorised form is to be returned to the Hirer and any conditions stipulated must be adhered to. If the Head Teacher waived the charge, a lettings forms must still be completed.

### **Additional Information**

#### **School uniform, physical education kit, calculators, pens etc., aprons**

Parents can be invited to provide items of personal equipment for their child, that is intended to be used by their child only.

#### **Breaking and Damaging Property**

If a student's behaviour causes damage to school property or equipment, the parents can be asked to pay for the necessary repair work or to pay for the purchase of new equipment. Every incident should be treated on its own merits and as the school sees fit.

**RJ Revised April 2015**