



Charging and remission of charges for school activities

The Governing Body is required by section 110 of the Education Reform Act 1988 to determine its policy for:

- Making charges for school activities which are permitted by section 109 of the Act
- Remitting such charges

The Governing Body recognises the valuable contribution that the whole range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CHARGING POLICY

1. Section 106 of the act confirms the principle that education provided by any maintained school for its registered pupils should be free of charge if it takes place during school hours.
2. Where education is provided for registered pupils outside school hours and is not required as part of the syllabus for a prescribed public examination or to fulfil statutory duties relating to the national curriculum or religious education, such education is defined by section 109 of the Act as an 'optional extra' and charges may be made. Where an activity takes place partly during and partly outside school hours it will be deemed to take place wholly during or wholly outside school hours in accordance with the provision of section 107 of the Act.
3. Charges will be made for optional extras and may include an appropriate element for:
 - Pupil's travel costs
 - Pupil's board and lodging costs (if appropriate)
 - Materials, books, instruments or other equipment
 - Non-teaching staff costs
 - Teaching staff costs, including the cost of travel and board and lodging where a teacher has been engaged specifically for the purpose of providing the activity. The cost of any teacher employed by the Authority under a contract of employment may not be included.
 - The charge levied for each optional extra will not exceed the total cost of the activity.
4. The cost of an optional extra will be determined on the basis of the cost to each individual pupil participating in the activity. The amount of any charge shall be payable by the parent of the pupil concerned although participating in any optional extra must be subject to parental agreement.



5. A charge will be made for the use of musical instruments where tuition is part of an extra curriculum activity or where members of the Local Authority Music staff are engaged.
6. The Governing Body reserves the right to amend the categories of activities for which a charge may be made.

Voluntary Contributions

The existence of policies on charging and remission of charges does not prohibit voluntary contributions being sought for the benefit of the school activity. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

In making a request or invitation for voluntary contributions it will be clear that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made a contribution.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

Activities arranged by third parties

None of these provisions of these policies will apply in those instances where a third party levies a charge direct to parents in return for services provided in accordance with the terms of Section 118(4) of the Act.

Review Cycle

This policy will be reviewed every three years.

Reviewed: March 2019

Next review due: March 2022