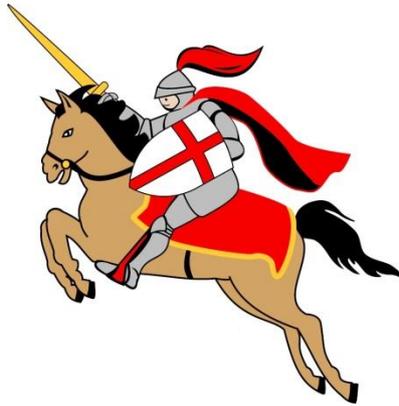


# Conisbrough Ivanhoe Primary Academy



## Charging Policy

2015-2018

Approved by J P Brian, Head Teacher: July 2015  
Review Date: July 2018

# Charging Policy

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This Charging Policy informs staff and parents about charging for school activities. It conforms to guidance included in the Fair Funding Scheme for Financing Schools and the Guide to the Law for School Governors.

The school's charging policy is based on the following:

That no charge is made for provision of education during school hours except where teaching individual pupils or groups of up to four to play a musical instrument if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil.

No charge is made for activities that are an essential part of the syllabus for an approved examination.

The school operates the discretion to invite parents to make voluntary contributions for school time activities.

Charges are made for activities that happen outside of school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

## **Charging for School Activities**

Charge are made as follows at the discretion of the Governing Body as to which activities may be the subject of a charge and which may be funded from the delegated budget.

## **School Visits**

Costs incurred for the board and lodging element of residential tri[s during school time are passed on to parents, subject to the remissions policy.

Costgs incurred for residential or other visits held out of school times that are regarded as 'optional extras' can be passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or religious education, then only the board and lodging element is passed on.

Parents are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved. It also includes information on who might qualify for help with the cost.

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## **Examination Fees**

The cost of examination fees, where the examination preparation has not been carried out at school may be charged to parents.

Where in the opinion of the Head and Governing Body, there are educational reasons for not entering a pupil for a particular examination, should the parent still wish to enter the pupil, then the fees will be recovered.

Examination fees will be recovered where the pupil fails to take the final examination, without good reason.

## **Music Tuition**

Charges are made for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

## **Materials**

Parents are charged for, or asked to supply ingredients or materials for craft or home economics lessons when they have indicated, in advance, if they wish to own the finished product.

## **Voluntary Contributions**

Where voluntary contributions are sought the following points are taken into account:

Contributions from parents are only considered where the school's own resources are known to be inadequate to meet the desired range and level of service to be offered to pupils.

All requests to parents for contributions make it quite clear that the contributions are voluntary.

Where voluntary contributions are invited, no pupil is left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Voluntary contributions are sought from parents in receipt of certain benefits in line with the remission policy.

The following is a list of activities organised by the school, for which voluntary contributions are requested from parents:

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- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to theatres
- School trips
- Musical events

### Remission of Charges

Charges are not made for the board and lodging element of residential activities where the parent/guardian of a pupil is in receipt of the following benefits:

- 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 Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less, as assessed by Her Majesty's Revenue and Customs

*This list is up to date as at July 2015. Parents are, however requested to enquire at the School Office for an up to date list of benefits prior to any residential activity.*

Advice is sought from Pupil Support and Transport Section annually for any changes in these requirements.

In these cases, the claim forms SJ1 and SJ2 for remission of Board and Lodgings Costs are completed and submitted to the Transport and Pupil Support Section.

### Activities Arranged by a Third Party

Activities arranged by an outside organisation may charge parents. Such an arrangement would not need to meet the LA policies on charging or remissions.

Where such visits would entail approval of leave of absence for pupils and teaching/non-teaching staff involved, full details will be submitted, though the Governing Body, to the LA, for approval.