

Happisburgh CE VA Primary & Early Years School

Learning for Life ... To be the best you can be

"Let your light shine" Matthew 5:16



Charging Policy

Charges for School Activities

Legislation allows schools to charge for certain activities, which take place both inside and outside, school hours. Norfolk County Council has adopted a policy, which it recommends to governors, but it is for governors of schools to decide whether or not to follow the policy. The School's charging policy must be described in its brochure, which can be obtained from the school.

The Governors of Happisburgh School follow the County Council's charging policy so these are the activities and materials for which you will be charged:

Music tuition

Vocal or Instrumental tuition, which is not part of the syllabus for an approved public examination, part of the National Curriculum or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.

Charges may be made for tuition provided individually or to groups of any size, provided the tuition is provided at the request of the pupil's parent. No charge may be made in respect of a pupil who is looked after by the local authority.

Ingredients and materials

For practical subjects where parents have indicated in advance that they wish to receive the finished articles

Travel

The cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.

We **will not** charge for:

- Transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where arrangements have been made for pupils to be educated.
- Transport provided in connection with an educational visit.

Board and lodging

Board and lodging will be charged in all cases where the school activity involves pupils in nights away from home. The charge must not exceed the actual cost.

Activities outside of school hours

A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours

A residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip.

We **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, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

We may ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. We will make parents aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the headteacher.

Remission of charges – only parents who are in receipt of Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LEA or the school and where they relate to activities, deemed to take place wholly or partly in school hours. Unless covered by a specific grant.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Refunds Policy

The full contribution to an activity will be refunded if a child is absent due to illness.

For extended schools activities a refund would only be given for a long period of absence due to a medical condition.

If a trip has to be cancelled parental contributions will be refunded.

If contributions to an activity exceed the total cost a refund will be given, if excess is over £1 per child.

Excess income less than £1 per child will be paid into school fund account.

Excess of expenditure will be funded by school fund or Parent and Friends Committee.

This policy has been reviewed and adopted by the full Governing Body at the

meeting on: 1 June 2020

Signed and dated by:

The Headteacher

Kathryn Jackson  1 June 2020

and

The Acting Chair of Governors

Amanda Sands  1 June 2020