

May 2013

Kingsbury School

Charging Policy

Introduction

1. This charging policy has been compiled in line with DfES requirements and in accordance with s457 of the Education Act, 1996.

School Trips

2. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (but also refer to section 18).

3. **Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

4. **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Materials & Textbooks

11. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, and school provides the ingredients a charge will be made. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made. Where teachers provide a replacement pen, pencil, ruler or other item of stationary a charge will be made.

Music Tuition

12. The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Activities Outside School Hours

13. No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
14. If a pupil is prepared outside school hours for an examination that is not set out in regulations, a charge will be levied for tuition and other costs.
15. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

16. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
17. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Voluntary Contributions

18. Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

Lettings

19. The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

Other charges

20. The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Remissions Policy.

21. If the parent/guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £13,230), charges in respect of board and lodging will be considered for remission in full or part, where the parent makes an application to the Claire Bacciochi education fund.
22. The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
23. The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Claire Bacciochi fund

24. Where parents are unable to fund \ or find it difficult to fund an educational visit or other charged activity (Other than vandalism or damage to property), they may apply to the Claire Bacciochi fund to fully or partially fund any expense.

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Price List Facility	Cost Per Hour (unless otherwise stated)	
	Mon – Fri 6pm-10pm	Sat and Sun
School Hall \ Stage	£17.50	£22.50
Ambient lighting and sound facilities are available. Only trained personnel will be allowed access to full lighting desk \ sound desk platform. (Please ask about the cost of training).		
Pool	Pool hire: £65.00 Full pool with life guard	
☐ 25m*10m	Adult swim: £3.50 10 week swimming lesson	
☐ 4 Lane pool	block:£42.50	
☐ 3.5Mtr deep end	Child splash: £2.50 10 week whales lesson (1hr):	
(Ideal for sub-aqua)	£55.00	
	Unlimited swim pass: £21.50 (Adults)	
	Other unlimited passes coming soon	
	Holiday pass: See advertised price	
Sports Hall (30*25m) (full)	£32.50	
Sports Hall (15*25m) (half)	£17.50	
Badminton & Table Tennis Courts (4 Players)	£8.25	
Rugby/11 aside Grass Pitch	£30 (2hrs)	
Classrooms	£11.50	
Dance Studio (full)	Coming Soon £11.50	
Tennis Court (Spring and Summer Only)	£7 per court	
Tennis Courts (Full) \ Winter Football	£17.50 per hour – Adult & Junior	
Gymnasium	£14.50 per hour	
Indoor Netball Court (Half Sports Hall)	£17.50	
Cricket Bays (x4)	£32.50 per hour H&S needs require that the rear bowlers protection net be drawn when cricket bays are in use. The full price will therefore be charged whether 2 or 4 bays are in use.	
Volleyball (Full Hall)	£32.50	
Mini 5 aside	£14.50	
Gym	£17.50	
Sports Hall (1/2 hall)		
Trampoline (Gym)	£22.50 (Hired only to qualified instructors) Full use of the gym \ 2 trampolines \ End beds and protective mats are included in this cost.	
Athletics Track	£30 per hour	

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Parties

Gymnasium & Bouncy Castle £75.00
 (Includes First Hour then a further 45 mins for party use) Unfortunately KSA are unable to offer food as part of the Party Hire

Football \ Basketball party **Coming Soon**
 Why not book a sports space to run your own football, basketball or netball party.

Pool Parties £75.00 (**Coming Soon** -With inflatable £115)

Pool price list

Per session	Price
Adult swim	£3.50
Child swim	£2.50
Infant (0-2 years)	£1.50
Aqua aerobics	£4.00

Swimming lessons	Price
Adult lesson (per hour)	£4.50
Child lesson (per ½ hour)	£4.25
Please note lessons are paid for in 10 week blocks	£42.50
10 week block PLUS unlimited splash session pass	£50.00
Child lessons (per hour – whales and rookie lifeguard)	£5.50
Please note lessons are paid for in 10 week blocks	£55.00
10 week block PLUS unlimited splash session pass	£62.50
1-2-1(per ½ hour)	£20.00

Pool hire	Price
One off booking (per hour)	£65.00
Regular booking (per hour)	£55.00
Pool party (includes 2 lifeguards, toys and floats)	£75.00
Pool party (includes 3 lifeguards, toys and floats)	£90.00

Swimming passes information

Adult monthly passes provide unlimited access to any adult swim within the timetable. They run in correspondence with the calendar months and cost £21.50 per month.

In the school holidays we have child passes which provide unlimited access to any splash sessions, Monday to Friday, 1 – 3pm. We also have family passes which allow unlimited access to the same sessions, and are for one adult and three children OR two adults and two children. The costs of these passes will differ according to the length of the particular school holiday.

Pool party information

For pool parties we provide two lifeguards for up to thirty people in the water. If you are having over thirty people please inform us within a week of your party as we will have to provide three lifeguards which costs £90.00. This allows forty-five people in the water. You get one hour in the water with toys and floats, and half an hour after in the reception area if you wish to bring your cake or any party food. You are also welcome to bring a CD of your choice and we will play it throughout your party.

Examinations Entry and Charging Guidelines

Introduction:

It is Kingsbury School's policy that every child is entered for the examination of every GCSE course that they follow.

In some cases students may need to resit examinations. Payment for resits will accrue to the following:

- School will pay resit fees where subjects staff recommend students resit for either:
 - Improving a current grade
 - Or
 - Another reason linked to subject need
- Pupils/parents will pay resit fees where:
 - Subject staff do not recommend this takes place
 - Examinations are not taught within the normal curriculum
 - Students fail to attend a published examination (not including documented illness)
 - Other circumstances as determined by the headteacher

Questions and Answers

Q What is a charging policy?

A Under the charging provisions set out in legislation, governing bodies and local authorities of maintained schools may choose to charge for certain defined activities, but only if they have first drawn-up charging and remissions policies. These policies should be made available to parents on request.

Q A visit involving staying overnight has been arranged for children at my school. Can the school charge for this?

A Where a school activity requires pupils to spend nights away from home the school is allowed to make a charge for board and lodging. This is with the exception of pupils whose parents are receiving: Income Support; Income-based Jobseeker's Allowance; Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed £15,575 FY 08/09) and an income related employment and support allowance. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

Q. With regard to the remission of board & lodging payments, can you please explain who pays for the expense, would it come out of the school budget or is there a grant available to claim?

A Although the criteria for being eligible for the remission of charges for board and lodgings is the same as free school meals, that is where the similarity ends. The costs involved in the remission of board and lodgings are to be borne by the school from their contingency funds. There is no return to be completed to reclaim the money back.

Q Our school has a large number of pupils eligible for free school meals, this means that they would also receive remission for board and lodgings expenses for residential school visits. How can the school fund/organize residential visits?

A The government provides funding for schools to each local authority according to a formula which recognises the different needs of each area. The same basic funding is provided for all comparable pupils across the country. This is then topped up according to local needs.

One of these top-ups reflects the numbers of pupils in a certain area living in deprived circumstances, as these pupils need extra help if they are to have an equal opportunity in life. The amount that individual schools receive from the local authority reflects their relative need compared with other local schools, through the locally agreed funding formula. All local authorities' funding formulae are required to include an element to reflect the needs of deprived pupils. It is for head teachers and school governing bodies to decide how to spend their available resources.

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Schools cannot exclude children from taking part in an activity that is part of the National Curriculum purely on the grounds that the parent or carer, cannot make, or refuses to make, a contribution. This can clearly place schools in some difficulty on occasions where a number of parents/carers might be in such a position. The school then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled.

If there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination, or is to do with the National Curriculum or religious education, no charge may be made either for the education or for the cost of travel.

Q Can governing bodies charge for educating children in maintained schools?

A. The local authority or governing body cannot charge for education that takes place in school hours. Nor can they charge for activities that take place outside school hours if these are part of the National Curriculum, necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education. They can charge for permitted 'optional extras', provided they have drawn up a statement of general policy on charging and given details of 'optional extras' they intend to charge for. The governing body's policy does not have to be the same as the local authority's policy, as long as it meets the requirements of the law.

Q Can a school charge for an activity that takes place out of school hours?

This kind of activity is often referred to as an 'optional extra'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. See guidance on optional extras.

The actual charge for the optional extra cannot exceed the actual cost of the provision. Schools cannot and must not make a profit from charging for optional extras. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Q Can a school ask parents for voluntary contributions?

A Schools may invite parents and others to make voluntary contributions to make school funds go further. All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary. It should be remembered that education provided during school hours must be free. This includes materials, equipment, and transport provided in school hours by the local authority or by the school to carry pupils between the school and an activity. Governing bodies should also clearly explain that children of parents who do not contribute will not be treated any differently, and that the activity might be cancelled if insufficient contributions are received.

Q The school has sent letters out to parents asking for contributions towards a school visit, do parents have to pay?

A Head teachers or governing bodies may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours;
- school equipment; and
- school funds generally.

Children of parents who are unable, or unwilling, to contribute may not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school should cancel the activity/visit. It would be advisable to make parents aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received from the outset.

Q What happens if the school is not able to raise enough voluntary contributions to cover costs?

A Where there are not enough voluntary contributions, and there is no way to make up the shortfall, for example school funds and/or fundraising activities, then it must be cancelled. The possibility of the activity/visit being cancelled due to a shortfall in contributions should be made clear in the information sent to parents.

Q What if a parent is unable, or unwilling to make a voluntary contribution? How does this affect their child(ren)?

A The school cannot exclude a child from taking part in an activity that is part of the National Curriculum purely on the grounds that you, the parent or carer, cannot make, or refuses to make a contribution. This can clearly place schools in some difficulty on occasions where a number of parents/carers might be in such a position. The school then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled.

Q What support can a school offer a parent/carers who has difficulty making a financial contribution?

A Schools must ensure that parents in receipt of Income Support, Income Based Jobseekers Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15,575 (Financial Year 2008/09). Some schools also have funds available to enable families in financial difficulty to send their children on visits/activities. Parents should be encouraged to speak to the head teacher in order to establish if such funding arrangements exist.

No charge may be made if there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination. In addition, if the activity is to do with the National Curriculum or religious education, no charge may be made either for the education or for the cost of travel for any pupil, not just those whose parents are in receipt of benefits.

Q What about charges for transport during school hours?

A Any transport provided by the school in school hours will be provided free of charge (though a voluntary contribution could be requested). Guidance on school travel and transport is available [here](#).

Q Can the school charge for something like cooking ingredients or materials needed for a technology lesson?

A The school can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

Q Can the school charge entry fees for examinations?

A An examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the pupil to take it; and
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

Q. Can a school make a charge to pay for the administration required as part of the admission process?

A. Para 1.82 of the current School Admissions Code and para 1.93 of the revised School Admissions Code (which comes into force in February 2009) rules out practices that can lead to covert selection, such as asking parents for a financial contribution as a condition of entry. We are clear that schools cannot ask for a voluntary contribution as part of the admissions process and where this is found, we will not tolerate it. Legislation prevents maintained schools from charging fees for admission or for providing education during school hours.

Q. Can a school ask for a direct debit to the school fund?

A. No. A school may ask for voluntary contributions, as long as it is clear that they are voluntary, but we are clear that state education should be free and we have no intention of changing this policy. We will not tolerate this when it is brought to our notice. No contributions may be sought as part of the admissions process.

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REFERENCE NO.:		DATE PREPARED:	DATE REVIEWED/REVISED:
Policy compiled by: S cotton		Approved by the Governing Body:	
Signed:.....S Cotton..... On behalf of the Leadership Team		Signed: <i>[Signature]</i>Chair Date: <i>4 June 2013</i>	