



Charging for School Activities Policy



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1. Introduction

- 1.1. The governing body of The Emmbrook School will apply any charges levied by the Local Authority for services which it provides and, also, the remaining arrangements which the Authority considers appropriate. The School reserves the right to levy a charge in any circumstance permissible under the Education Act 1996, as amended (the "Act").
- 1.2. Where charges are levied the School will do its best to ensure the charges match expected costs.

2. Education during School hours

- 2.1. Individual music lessons where they are not part of a prescribed public examination syllabus will be charged. Where they are part of a prescribed examination syllabus, the governors reserve the right not to provide such lessons.
- 2.2. Where parents indicate in advance that they wish to own the finished product of a practical activity, they may be asked to provide or pay for ingredients, materials, equipment etc. No child will be disadvantaged because of a parent's unwillingness or inability to contribute in this way.

3. Education outside School hours

- 3.1. Education provided outside School hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the School or part of religious education will continue to be considered as an 'optional extra'. NB See page 5 of DfE guidance to schools on charging (see section 11 of this document for link) on definition of optional extras which school can charge for. The full charge for participation in these will be levied from the parents. This includes all residential visits outside the Act's interpretation of the School day.
- 3.2. Revision classes including 'after school' and those provided during the Easter holiday period will not be the subject of a charge, although this will be subject to review.

4. Public examination fees

- 4.1. These are paid by the School except in the following instances:
 - If the examination is on the set list, but the student was not prepared for it at the School;
 - The examination is not on the set list but the School arranges for the student to take it;
 - A student fails without good reason to complete the requirements of any public examination where the governing body or local authority originally paid or agreed to pay the entry fee.
- 4.2. External candidates will be charged £50 in addition to the examination entry fee. If a candidate wishes to apply for an enquiry about a result e.g. a re-mark, then the full cost of such a request must be borne by the candidate.



5. Breakages and malicious damage

- 5.1. Parents will continue to have to pay for breakages, either in part or in total depending on the circumstances. They will have to pay for defaced or lost books, equipment and materials.
- 5.2. Property damaged by malicious action may result in exclusion and parents will be required to pay to make good the damage.

6. Work experience

Parents will have to pay travelling expenses from home to the work experience placement and return.

7. Remission of charges

In cases of hardship, the School will continue to consider remission of charges on a case by case basis. In line with the Department for Education's guidelines (see section 10 below), the costs of board and lodging for compulsory courses for those students who are involved in residential visits will not be charged to parents who can prove they are in receipt of Universal Credit in prescribed circumstances, Income Support, Income Based Jobseekers Allowance, Child Tax Credit (provided that Working Tax Credit is not also received), support under part VI of the Immigration and Asylum Act 1999, the guarantee element of State Pension Credit or an income related employment and support allowance that was introduced on 27 October 2008. NB See page 8 of DfE guidance. The School does not run courses which are essential to the curriculum, therefore, voluntary contributions will apply to all courses, trips and visits.

8. Voluntary contributions

Parents may be invited to make a small voluntary contribution once per term towards the School Amenity Fund. In addition, parents may be asked to make specific voluntary contributions for visits and/or journeys organised by the School and approved in accordance with the School's educational visits policy. Although the matter of a voluntary contribution will not be a factor in deciding whether a student is allowed to participate in an activity to be financed by voluntary contributions, the School reserves the absolute right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place. The School does not run out of school activities which are essential to the curriculum, therefore, voluntary contributions will apply to all courses, trips and visits.

9. School trips and visits

School trips and visits are fully funded through voluntary contributions. These cover the full costs to the School of such trips including transport, entry etc and costs incurred by the School in supervising the trip. If appropriate, the School will use support staff/volunteers as supervising adults. However, all such adults will first be vetted by child protection/safeguarding procedures. This will reduce costs without compromising the safety of students. Parents will be asked if they agree to make a voluntary contribution before the final decision is made to run the trip. An anticipated financial shortfall will result in cancellation of the trip.



10. Reference

This policy has been drawn up in accordance with The Department for Education Charging for School Activities advice (October 2014) which can be accessed via the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf



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