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| BENTLEY NEW VILLAGE PRIMARY SCHOOL |
| CHARGING POLICY |
| Updated: Sept 2024 |

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| Headteacher: VICTORIA SIMMONS |



**CHARGING POLICY**

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| **PERSON RESPONSIBLE FOR POLICY:**  | **Victoria Simmons**  |
| **DATE:** | **September 2024** |
| **APPROVED:**  | **SLT** |
| **TO BE REVIEWED:**  | **September 2026** |

**OUR SCHOOL VISION**

Together, we will create a calm and welcoming learning environment and work together to secure success for all. We will strive to create a safe, caring, supportive and inclusive school.

Our school will equip its pupils with the skills that society and the local community demand and so we will value the skills and learning that children need in order to look after themselves, their families, their health, their mental well-being and their bodies. We will strive to teach the whole child and create life-long learners and pro-active citizens.

**ETHOS**

We believe that:

1. All children can learn. All staff and children are able to recognise the value of learning.
2. *All staff*, working at New Village, will have consistently high expectations of children’s learning potential, attitudes and behaviour and take corporate responsibility for ensuring these in, and around, school.
3. Learning takes place in *all areas* of our school and through the *entire*learning day - inside and outside of the classroom.
4. Children should be taught how to learn; learning how to be an outstanding learner.
5. Consistently challenging, dynamic, engaging and empowering teaching leads to outstanding learning, resulting in a school where *every* child’s potential is realised.
6. *All staff* will value *every child’s contribution* to the school and strive to create a learning environment that brings out the full potential in all.
7. Rigorous, continuous monitoring, thorough and informed evaluation and accurate analysis of *all the elements* of teaching, is essential in ensuring high-level teaching and learning.
8. Learning at New Village will produce and enhance a learning skills-set that will be lifelong; we will actively promote this for every child and for all staff.
9. New Village School will demonstrate its commitment to quality teaching and learning through its dedication to *continuous professional development* for all staff; recognising and exploiting all opportunities to enhance its workforce and the learning environment.
10. All children will be encouraged to develop as individuals.  Their creativity, talents, differences and uniqueness.

**OUR SCHOOL VALUES**

**Determination – Resilience – Tolerance – Cooperation – Creativity – Curiosity**

**SCHOOL MISSION STATEMENT**

**What Challenges Us, Changes Us!**

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# 1. Aims

Our school aims to:

•            Have robust, clear processes in place for charging and remissions

•            Clearly set out the types of activity that can be charged for and when charges will be made

# 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](https://www.gov.uk/government/publications/charging-for-school-activities) and [the Education Act 1996](http://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/III), sections 449-462 of which set out the law on charging for school activities in maintained schools in England. It conforms to guidance included in the Fair Funding Scheme for Financing Schools and the Guide to the Law for School Governors.

# 3. Definitions

* Charge: a fee payable for specifically defined activities
* Remission: the cancellation of a charge which would normally be payable

# 4. Roles and responsibilities

##### 4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the head teacher.

In our school, monitoring the implementation of this policy has been delegated to the governing body.

##### 4.2 The headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

##### 4.3 Staff

Our staff are responsible for:

* Implementing the charging and remissions policy consistently
* Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

##### 4.4   Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

# 5. Where charges cannot be made

Below we set out **what the school cannot charge for**:

##### 5.1 Education

* Admission applications
* Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
* Education provided outside school hours if it is part of:
* The national curriculum
* A syllabus for a prescribed public examination that the pupil is being prepared for at the school
* Religious education
* Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil’s parent
* Entry for a prescribed public examination if the pupil has been prepared for it at the school
* Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

##### 5.2   Transport

* Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
* Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
* Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
* Transport provided in connection with an educational visit

##### 5.3   Residential visits

* 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
* A syllabus for a prescribed public examination that the pupil is being prepared for at the school
* Religious education
* Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

# 6. Where charges can be made

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

Below we set out **what the school can charge for**.

##### 6.1   Education

* Any materials, books, instruments or equipment, where the child’s parent wishes him or her to own them
* Optional extras (see below)
* Music and vocal tuition, in limited circumstances
* Certain early years provision
* Community facilities

##### 6.2   Optional extras

We are able to charge for activities known as ‘optional extras’ and these are passed on to parents in full. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

* Education provided outside of school time that is not part of:
	+ The national curriculum
	+ A syllabus for a prescribed public examination that the pupil is being prepared for at the school
	+ Religious education
* Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
* Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
* Board and lodging for a pupil on a residential visit
* Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
* Parents could be 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

When calculating the cost of optional extras, an amount may be included in relation to:

* Any materials, books, instruments or equipment provided in connection with the optional extra
* The cost of buildings and accommodation
* Non-teaching staff
* Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
* The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

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.

##### 6.3   Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil’s parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

* If the teaching is an essential part of the national curriculum
* If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
* For a pupil who is looked after by a local authority

##### 6.4   Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

# 7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Where voluntary contributions are sought the following points are considered:

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. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

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 contribute of any kind.

Voluntary contributions are sought from parents in receipt of Income Support or Family Credit 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.

School’s own list of activities

* Visits to museums
* Sporting activities which require transport expenses
* Outdoor adventure activities
* Visits to the theatre
* School trips
* Musical events

# 8. Activities this school charges for

The school will charge for the following activities:

* Some breakfast and after school activities;
* Travel aspect of excursions;
* The entrance fee on excursions;
* Some sports activities (though many are free);

For regular activities, the charges for each activity will be determined by the governing board and reviewed each year. Parents will be informed of the charges for the coming year in September each year.

# 9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

##### 9.1   Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

* Universal credit in prescribed circumstances
* Income Support
* Income Based Jobseekers Allowance
* Support under part VI of the Immigration and Asylum Act 1999
* Child Tax Credit (refer to latest guidance)
* The guarantee element of State Pension Credit

In the first instance.

However, the board and lodging element is paid up front and then reimbursed.

##### 9.2 Transport

Advice is sought from Pupil Support & 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.

##### 9.3 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, through the Governing Body, to the LA, for approval.

# 10. Monitoring arrangements

The Head teacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Head teacher every 3 years. At every review, the policy will be approved by the governing body.

# 11. Linked Policies

Please read this policy in conjunction with the following policies

* BNVP Lettings Policy and Agreement
* Extra-Curricular and After School Policy
* Educational Visits Policy