



INTRODUCTION

We are committed to providing quality education based on equality of opportunity and access. In practice this means that pupils have an entitlement to benefit from all education activities. No charge can be made for admitting pupils to maintained schools.

All activities, events and visits are designed to complement our curriculum and to support the development of the children in line with our stated educational aims and values. Such events will be educational in content and closely linked to work being undertaken in the classroom within the boundaries of the National Curriculum. They are programmed to take place at a time when maximum benefit to classroom activities can be achieved.

The purpose of this Charging Policy is to describe how we will do our best to ensure a good range of activities and visits is offered whilst trying to minimise the financial barriers which may prevent some pupils from taking full advantage of these opportunities.

This charging policy has been compiled in line with Department of Education guidance issued in October 2014, "Charging for School Activities", and in accordance with Sections 449–462 of the Education Act 1996.

No charges will be made for:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Charges may be made for:

Educational Visits and extra-curricular activities

We believe that education and residential visits, and other extra curricular activities play an important part in the delivery of the National Curriculum and have a large impact on the children's educational and social development.

However, it is not always possible to cover these additional activities within the resources ordinarily available to the school and so a voluntary contribution may be requested for such activities. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request



or invitation. In the event that there are not be enough voluntary contributions to make the activity possible, then it may be cancelled.

In School Hours Educational Opportunities

We believe that young children derive great pleasure from visits out of school, visits to school by speakers, entertainers and in-house activities. Such activities enrich the curriculum and enable the children to learn from first hand experiences. The school will arrange activities of this nature. No charge is made for these activities, although voluntary contributions may be sought from the parents. From time to time children may use the cooking and art & technology facilities within the school. Where an item is to be taken home, a small voluntary contribution may be requested.

Residential Activities

All of our residential activities take place largely during school time or are connected to the National Curriculum. In these instances no charge may be made either for the educational activities or for the cost of travel. However, charges will be made for board and lodgings.

However pupils whose parents are in receipt of certain benefits (see Remissions below) may not be charged for trips or extra-curricular activities and board and lodging costs.

Parents will be asked to make a voluntary contribution towards the educational and travel costs of the residential visit. The head teacher will, however, advise all parents of the right for exemption from all charges if they are receiving the benefits in the Remission section below.

The external Board of Trustees for Andrews Endowed School may consider hardship cases on an individual basis. Please see the head teacher for further information.

Musical Instrument Tuition (KS2 only)

Charges are made for teaching either an individual pupil or small groups to play a musical instrument if the teaching is not an essential part of the National Curriculum. The school uses the Hampshire Music Service to provide this tuition. At the start of each school year, the head teacher will advise all parents that the cost of musical instrument tuition may be met by the school if they are receiving those benefits listed in the Remissions section. The current Hampshire Music Service Charging Schedule is attached.

Activity Clubs (Lunchtime and After School)

The school offers a number of activities which are not part of the curriculum. We may make a small charge to cover the additional costs of running these on a sustainable basis. Clubs offered by external agencies are charged for directly by those providers.



Wrap-Around Care – Breakfast and After School Care Provision

The school offers breakfast and after school clubs which provide care provision beyond the standard school day. These are fundamentally different in nature to activity based clubs and as such the charging will be based on a number of factors including, but not limited to: prices for comparable provision elsewhere and the full cost of provision on a sustainable basis. Charges will be reviewed on a regular basis and communicated in advance of any change.

Letting of School Facilities

Our charges for letting/hire of school facilities are in line with those as recommended by Hampshire County Council. This information is available in our separate Lettings Policy.

Damage/Lost Property

A charge may be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials). The charge to be the cost of replacement or repair or such lower cost as the head teacher may decide.

Other Charges

The governing body may levy charges for miscellaneous services up to the cost providing such services which will be agreed in advance. An example of this is requests for information under the Freedom of Information Act 2000, not contained within the school's publication scheme.

Remissions

Parents are requested to meet with the head teacher to discuss financial support. This remissions policy sets out the circumstances in which charges will be waived and/or subsidised.

The criteria for remission are given below:

1. If the parent/guardian of a pupil is in receipt of:-

- Income support
- Income based Jobseekers' Allowance
- Income- related Employment and Support Allowance
- Support under pt VI of the Immigration and Asylum Act 1999
- State pension credit
- Child tax credit (providing that they do not receive Working Tax Credit and have an annual income, assessed by Revenue and Customs that does not exceed £16,190)
- Working Tax Credit "run on" – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit

2. In exceptional circumstances where the financial circumstances of a family is difficult at the discretion of the head teacher.



Additional Considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will aim to adhere to the following guidelines:

- Charges for activities will not exceed the actual cost
- Charges will not include any subsidies for any other pupils wishing to participate in an activity whose parents are unwilling or unable to pay the full charge
- The school will on occasion ask for 'voluntary contributions' to make certain events viable, as outlined above, but parents are not obliged to pay this

This charging policy has been compiled in line with Hampshire County Council guidelines, Department of Education Guidance and in accordance with s457 of the 1996 Education Act.

Policy Approved: Finance Committee, November 2016

Review date: November 2019; Finance Committee

Attachment:



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m-updatedJuly2016.