

Woodmancote School and Little Chestnuts Charging Policy

Designated Member of Staff	School Business Manager
Committee with responsibility	Finance Committee
Date of Issue	October 2007
Frequency of Review	Yearly

Issue Number	Issue Date	Summary of Changes
1	October 2007	New Policy
2	October 2008	Reviewed
3	October 2009	Reviewed (no changes)
4	October 2010	Reviewed (no changes)
5	October 2011	Reviewed (no changes)
6	November 2012	Reviewed (changes to threshold of child tax credit)
7	May 2015	Reviewed (changes to Child Tax Credit thresholds)
8	January 2017	Reviewed (no changes)
9	September 2022	Reviewed (no changes)
10	August 2023	Legislation references added. Update to benefits list in Residential section

Legislation

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

Introduction

The Governing Body of Woodmancote School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Voluntary Contributions

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. Where an activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled.

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

c) part of religious education.

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In 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;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore 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.

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.

Residential Visits

Schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

When the school informs parents about a forthcoming visit, it will make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support

- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit - provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Remissions

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission.

The Governing Body reserves the right to charge for:

- **Activities outside School Hours**
 - The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.
- **Individual Instrumental Tuition**
 - The cost to the pupil for providing any instrumental tuition not part of normal LA peripatetic provision.
- **Charging in Kind**
 - The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: DT, Science, Art/Craft., when the child wishes to take the finished item home.

The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.