



Alver Valley  
Federation of Schools

**Charging Policy**

<b>Date written</b>	<b>December 2017</b>
<b>Date approved by FGB</b>	<b>December 2017</b>
<b>Review Date</b>	<b>December 2019</b>
<b>Author</b>	<b>HOS Ali Lockwood</b>

### ***Purpose***

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum in line with the vision, aims, and values of the school. The school day is defined as: 8.45-3.00pm The policy has been informed by DfE and local authority guidance on charging for school activities.

### ***Relationship to other school policies***

The policy complements the school's equal opportunities and child protection policies.

### ***Equality impact***

This policy will ensure that no child suffers from unfavourable treatment because of their parents' financial position.

### ***Roles and responsibilities of headteacher, other staff, governors***

The headteacher will ensure that the following applies and that the information is available for parents:

### ***During the school day***

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to sing or play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), a charge will be made.

Voluntary contributions may be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If we do not receive sufficient voluntary contributions, we may find it necessary to cancel an event. Children whose parents have not made a contribution will not be excluded from any event. Parents have a right to know how each event is funded. The school will provide this information.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

### ***Optional activities outside of the school day***

We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

### ***Residentials***

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Child Tax Credit, Disability Living Allowance or an income-based Jobseeker's Allowance.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

### ***School mini-bus***

Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

### ***Calculating charges***

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising. As much notice as possible will be given to parents of the activity and the charge.

Parents who would qualify for support are those *in receipt of Income Support, Child Tax Credit, Disability Living Allowance or an income-based Jobseeker's Allowance.*

Best value will be sought in planning activities that incur costs to the school and/or charges to parents.

### ***Arrangements for monitoring and evaluation***

The governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names), the source of those subsidies, and evidence of impact on pupils' learning.

### ***RRR related articles:***

**Article 28 and 29** - Every child has the right to an education. Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect their human rights and their own and other cultures. It should also help them learn to live peacefully, protect the environment and respect other people. Children have a particular responsibility to respect the rights of their parents, and education should aim to develop respect for the values and culture of their parents. Young people should be encouraged to reach the highest level of education of which they are capable.