

OAK FARM SCHOOLS GOVERNING BODY

Charging Policy for School Activities

Review September 2015

Review September 2018

1. Introduction

- 1.1 Section 110 of the Education Reform Act 1988 requires that every Governing Body of a maintained school shall determine and keep under review a policy with respect to the provision of, and the classes or descriptions of case in which they propose to make charges for any optional extra or board and lodging in respect of which charges are permitted by section 109 of that act.
- 1.2 The Governing Body of Oak Farm Schools have therefore determined that the schools may make charges and seek voluntary contributions from parents for school activities provided for registered pupils at the schools on the basis of the information set out in the main part of this document.

2. School Hours

- 2.1 School hours are those hours when the school is actually in session and do not include the break in the middle of the school day.
- 2.2 In the case of Oak Farm Schools the start and finish of the morning and afternoon sessions are as follows.

Juniors

Morning 8.50 a.m to 12.20 noon
Afternoon 1.20 p.m to 3.20 p.m.

- 2.3 Where an activity takes place during and partly outside school hours, the Act prescribes a basis for determining whether it is deemed to take place either in or outside of school hours.
- 2.4 Breakfast Club (Pabulum)
 - a) a charge will be made for any child involved in Breakfast Club. Please refer to breakfast club charges as set by Pabulum.

3. Free Education

- 3.1 Education provided by the school will be free of charge if it takes place **wholly or mainly during school hours** except in the following two cases.
 - a) a charge may be made for individual tuition in playing and musical instruments.
 - b) a charge not exceeding the cost of the board and lodging for a pupil where the school activity involves that pupil in nights away from home. (This will

apply whether the activity is deemed to take place within or outside school hours).

3.2 No charges will be made for education or associated incidentals provided wholly or mainly outside school hours for registered pupils where the education is provided as required part of :

- a) a syllabus for a prescribed public examination; or
- b) the National Curriculum; or
- c) a syllabus in religious education.

4. **Optional Extras**

4.1 The Act enables a charge to be made for education provided for registered pupils **wholly or mainly outside schools hours** if the provision does not come within any of the categories outlined in 3.2 (a) (b) (c) above.

4.2 The school may offer to parents a range of optional extra activities - (outside school hours). Whether or not a charge will be made will be dependent upon the costs involved and the funding available to the school.

4.3 Parents will be notified in advance of the activity being provided and where a charge is to be made only those pupils whose parents have agreed in writing to pay the charge will be allowed to participate in the activity, unless the Governing Body has agreed to remit the charges in whole or in part on the grounds of hardship. If there is an insufficient number of pupils to cover the cost of the activity, the activity may not be provided.

4.4 Any charge made for individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils taking part. The school does not make any profit from charging parents for any activity.

4.5 The cost may include:

- a) a pupil's travel costs;
- b) a pupil's board and lodging costs if the trip is residential;
- c) materials, books, instruments and other equipment;
- d) non-teaching staff costs;
- e) entrance fees to museums, castles, theatres, etc;
- f) insurance costs
- g) any costs of engaging teaching staff specifically for the purpose of providing the activity.

5. **Voluntary Contributions**

- 5.1 The funds available to the school are limited to monies provided by the D.F.E and any additional monies raised by the school. In order to provide the widest possible range of educational activities for pupils at the school the Governing Body has agreed that **the school may seek voluntary contributions** from parents, as allowed under section 118 of the Act, for the general benefit of the school or in support of any school activity whether during or outside school hours, whether residential or non-residential.
- 5.2 Any request from the school for contribution from parents will state clearly that:
- a) parents are under no obligation to contribute; and
 - b) registered pupils at the school will not be treated differently according to whether or not their parents made any contribution in response to the request.
- 5.3 **A request may relate to:**
- a) a contribution to a general fund which may cover a number of different school activities, or
 - b) a contribution towards a specific activity, or
 - c) the provision of materials, books, instruments or other equipment.
- 5.4 In the case of a specific activity, the school may indicate the contribution per pupil which would be required if the activity were to take place.
- 5.5 The school can take the decision to cancel an activity based on insufficient funds and will reimburse parents accordingly.

6. **Charging in kind**

- 6.1 For certain practical subjects such as Home Economics and Craft, Design and Technology, parents may be asked before the start of the course whether or not they would wish to own the finished product.
- 6.2 Where parents indicate that they would wish to own it, the school may either:
- a) ask parents to supply certain ingredients and/or materials, or
 - b) charge parents for the cost of the ingredients and/or materials being provided by the school.

7. Public Examinations

- 7.1 No charge will be made for entering a pupil for a prescribed public examination for which the pupil has been prepared at the school.

8. Damage to school property and equipment

- 8.1 If a pupil's behaviour results in damage to or loss of school property or equipment, the school may ask parents to pay for the cost of replacement.

9. Remission of Charges,

- 9.1 In certain circumstances, charges may be wholly or partly remitted on the grounds of family hardship. This will be at the Headteacher's discretion and noted at Finance and Personnel Committee meetings.

10. Charging in Kind

- 10.1 The Governing Body has determined that where parents have agreed in advance that they wish to own the finished product, the payment must be made.

11. Public Examinations

- 11.1 The Governing Body has determined that there will be no remission of charges for cases where the Governing Body is permitted to charge for entry to public examinations.

12. Individual Music Tuition

- 12.1 Any charges incurred by the school for individual music tuition will be passed on to the parents. No profit is made by the school for this activity.