

Higham Ferrers Nursery and Infant School

**‘Together, we enjoy learning in a happy,
caring and friendly environment’**



CHARGING POLICY

**This Policy was agreed by the Full Governing Body in
Spring (2024)**

It will be reviewed in Spring (2025)

(L & M Committee)

H. R. Robbing

Signed:

(Chair of Governors)

01.	INTRODUCTION.....	3
02.	EDUCATION	3
03.	OPTIONAL EXTRAS	4
04.	VOLUNTARY CONTRIBUTIONS	4
05.	MUSIC TUITION.....	5
06.	TRANSPORT	5
07.	RESIDENTIAL VISITS.....	5
08.	EDUCATION PARTLY DURING SCHOOL HOURS	6
09.	NON-RESIDENTIAL ACTIVITIES	6

01. INTRODUCTION

- 1) This policy has been compiled in line with the DfE requirements and in accordance with the Education Act. It is based on an old Northamptonshire County Council policy which was for all maintained schools in Northamptonshire.
- 2) No charges can be made unless the governing body has drawn up a charging and remissions policy.
- 3) School governing bodies and the local authorities, subject to limited exceptions referred to in this policy, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 4) Schools must ensure that they inform parents on low incomes and in the receipt of benefits(listed in section - Residential visits) of the support available to them when being asked for contributions towards the cost of school visits.

02. EDUCATION

School governing bodies and the local authority **cannot** charge for:

- An admission application to any state funded school (paragraph 1.9 of the Schools admission Code 2012)
- 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 parents.
- 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

Schools and local authorities **can** charge for:

- Any materials, books, instruments or equipment where the child's parent wishes for him/her to own them.
- Optional extras

- Music and vocal tuition, in limited circumstances (see section - Music Tuition)
- Certain early years provision (as listed in the EYFS regulations)
- Community facilities

03. OPTIONAL EXTRAS

1. 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:
 - Part of the National Curriculum
 - Part of a syllabus for a prescribed examination that pupils are being prepared for
 - Part of religious education

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

- Any materials, books or equipment for the optional extra
- Cost of buildings and accommodation
- Non-teaching staff
- Teachers engaged specifically for the optional extra
- Cost of teaching staff employed to provide music tuition

Any charge made in respect of individual pupils must not exceed the actual cost of providing optional extra activity, divided equally by the number of pupils participating. It must not include a subsidy for other pupils whose parents do not wish to take part or unwilling to pay the full amount.

Furthermore in cases where a small portion 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 ie supply teacher costs.

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.

04. VOLUNTARY CONTRIBUTIONS

Nothing in legislation prevents a school (or Local Authority) asking for voluntary contributions for the benefit of the school or any school activity. However if the activity cannot take place without the voluntary contributions the Head teacher

has to make this clear from the outset. It must also be made clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from any activity simply because his/her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from another source then it must be cancelled. Schools must make this clear to parents. If a parent cannot or is unwilling to pay the child must be given an equal chance to go on the visit.

When making requests for voluntary contributions, parents must not feel pressured into paying as it is not compulsory. Schools should avoid sending out colour coded letters to parents as a reminder for making payments.

05. MUSIC TUITION

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal tuition is an exception to that rule.

The charges for music tuition (2021) set out the circumstances in which charges can be made for tuition for playing an instrument, including vocal tuition. They allow for charging tuition in larger groups. This tuition needs to be at the request of the child's parents and cannot exceed the cost of the tuition.

The regulations make it clear that tuition cannot be charged for if it is a requirement or essential part of the national curriculum. They also make it clear that no charges may be made in respect to a child who is looked after by the local authority (Children's Act)

06. TRANSPORT

Schools cannot charge for:

- Transporting registered pupils to or from school premises, where the local education authority has statutory obligation to provide transport
- Transporting pupils to other premises where the LA or governing body have arranged for them to be educated
- Transport to meet an examination for which they have been prepared at school
- Transport provided in connection with an educational visit.

07. RESIDENTIAL VISITS

Not applicable for HFNIS

08. EDUCATION PARTLY DURING SCHOOL HOURS

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for an activity outside of school hours if it is not part of the national Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

09. NON-RESIDENTIAL ACTIVITIES

If 50% or more time spent on the activity occurs during school hours, it is deemed to take place in school hours. Time spent on travel counts in this calculation if the travel occurs during school hours. School hours do not include the lunch break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside of school hours. For example an excursion might require pupils to leave an hour before the school days ends, but the activity does not end until late evening.