



Glenmere Langmoor Academy Trust



POLICY FOR CHARGING

The provisions of the 1988 Education Reform Act will be followed.

In addition to free provision of education during the school day, pupils whose parents are receiving: income support; income based job seekers allowance; support under Part 6 of the Immigration and Asylum Act 1990; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £13,230) will not be charged board and lodging where otherwise applicable to residential activities. The principal/headteacher undertakes that parents will be told of the right to claim free activities if they are receiving these benefits. Further guidance on the eligibility of children whose families do receive Tax Credits can be found at www.teachernet.gov.uk/docbank/index.cfm?id=3681

The school recognises that because of the low funding situation in Leicestershire activities where the costs are not covered by voluntary contributions may have to be cancelled. All requests to parents for contributions are **voluntary**. Children of parents who do not contribute voluntarily will not be treated differently from children of parents who do make voluntary contributions and that **the child will not be excluded from the activity if a contribution is not made**. If a particular activity cannot take place without some help from parents, it will be explained at the planning stage. Where voluntary contributions are insufficient to make the activity possible and the school is unable to make up a shortfall then the activity must be cancelled. The intent of the legislation is that no pupil may be left out of an activity because his or her parents or carers cannot or will not make a contribution of any kind. It is possible, within the legislation, to fund pupils whose parents or carers will not make a voluntary contribution from funds raised through general fundraising.

If a charge is made for each pupil this should not exceed the actual cost for that pupil. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fundraising.

Education Outside School Hours

Parents may only be charged for activities that happen outside school hours where these activities are not a necessary part of the National Curriculum or they form part of the school's basic curriculum for religious education, such as a visit to a place of worship after school. In addition, no charge can be made for activities that are an **essential** part of the syllabus for an approved examination. A visit to a theatre to see an examination set text in performance may be advantageous but is unlikely to be 'essential' or a requirement of a literature syllabus.

Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Act 1996 describes activities which can be charged for as "optional extras". These might include a recreational visit to a pantomime. It is up to the LEA or Governing Body providing the activities to decide whether or not to make a charge.

The permitted charge may include an allowance for the cost of teachers from the school who supervise the activity, but only if those teachers have been given a separate contract to provide the optional extra. A contract need not be a formal document. It could be a letter to a teacher asking him or her to provide a service on a particular occasion.

Glenmere Langmoor Academy Trust will not charge for any activities which take place in school time except for the following activities:

1. Board and lodging on residential visits
2. The proportionate cost for an individual child of activities wholly or mainly outside school hours ("optional extras") to meet the costs of :
 - Travel
 - Materials and equipment
 - Non teaching staff costs
 - Entrance fees
 - Insurance costs
3. Individual tuition (or tuition in groups of not more than 4) in the playing of a musical instrument.
4. Any other education, transport or examination fee unless charges are specially prohibited.

Education Partly During School Hours

Some activities may take place partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge may be made. Time spent on travel only counts as being during school hours if the travel takes places during school hours. For example, a long journey might involve much travel before and after normal school hours but if the time spent at the destination fell mainly within school hours the journey (and the activity) would count as happening in school time and therefore have to be free of charge. By contrast, a visit which

involved leaving school an hour or so earlier than usual in the afternoon but then went on until quite late in the evening would be classified as taking place outside school time. Charges would then be allowed.

Residential Activities

Different rules apply for residential activities. An activity counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. Each school day is normally divided into 2 sessions and each 24 hour period divided into 2 half days beginning at noon and midnight. On this basis a term time activity from noon on Wednesday to 9.00 pm on Sunday would last for 9 half days including 5 school sessions and would count as taking place in school time. An activity from noon on Thursday to 9.00 pm on Sunday would count as 7 half days, including 3 school sessions, and would be classified for charging as taking place outside school time. If 50% or more of a half day is spent on a residential activity this should be treated as the whole of that half day spent on the activity.

