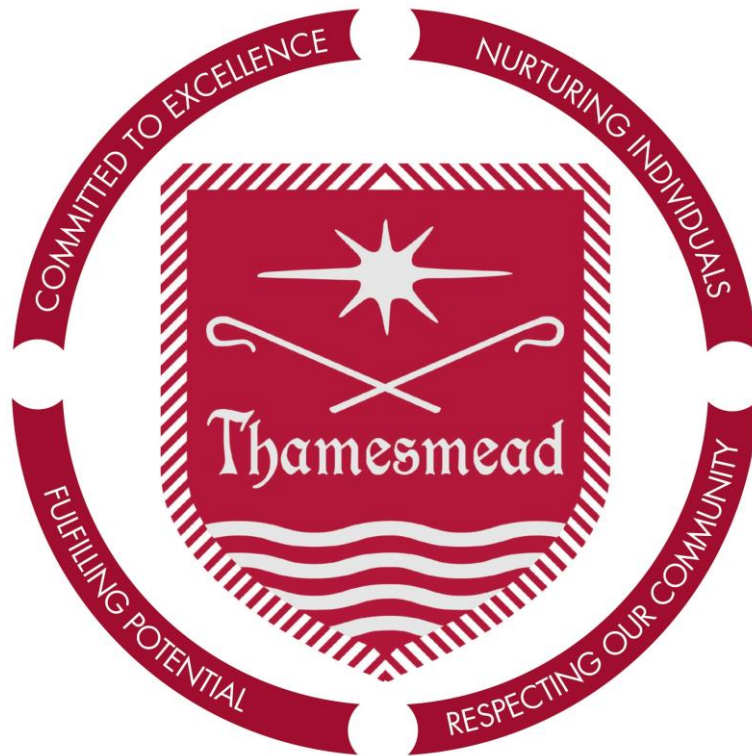


THAMESMEAD SCHOOL



POLICY ON CHARGING FOR SCHOOL ACTIVITIES

Policy Document

Person Responsible	Julian Seymour
Governors Committee	Resources
Review Period	Annual
Date of Review	Autumn 2020
Date of Next Review	Autumn 2021

1. Introduction

The Governors wish to encourage continuation of the rich educational experience that our pupils enjoy.

The policy statement is drawn up by the Governors in accordance with the requirements of Sections 449 to 462 of the Education Act 1996 and considers the Academies Financial Handbook on handling income.

It will assist and support staff in the organisation of school activities by providing clear guidance on procedures and will assure parents of consistent practice throughout the school.

2. Policy

- The school will not charge for essential curriculum activities. All appropriate students must have the opportunity to take part in the activity. At the school's discretion a contribution may be requested from parents.
- The school will not charge for beneficial curriculum activities but given the school's limited financial resources the school will ask parents for voluntary contributions, and if there is insufficient support the school may have to cancel the activity and reserves the right to do so.
- The school will charge for optional non-curriculum activities and will not provide any remission for students e.g. Ski trips. Where the school is charging for an activity the cost of support staff may be included but not the cost of supply teachers to cover the students who choose not to take part in the activity.

3. Procedures

3.1 No charge will be made for books, materials, equipment (not including clothing) instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for public examinations, except where parents have indicated in advance their wish to purchase an item.

3.2 No charge will be made for fees relating to public examinations which are part of the curriculum but a voluntary contribution will be requested when a pupil resits an exam.

3.3 Charges will be made to parents for the following:

- a) Board and lodging on residential visits, except where families may be entitled to statutory remission. This exception will only apply where the activity is deemed to take place in school hours or is out of hours but provided to fulfil requirements specified for a prescribed public examination, specifically to fulfil statutory duties relating to the National Curriculum or specifically to fulfil duties relating to religious education.

Statutory remission refers to:-

- the receipt of income support
- the receipt of Child Tax credit with no entitlement to Working Tax Credit and an annual income of less than £16190
- the receipt of Income Based Jobseeker's Allowance
- Support under VI of the Immigration & Asylum Act 1999

- the guaranteed element of the State Pension Credit

- Income Related Employment Support Allowance

-Working Tax credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

-Universal Credit

- b) Activities wholly or mainly (in excess of 50%) outside school hours, except where provided in connection with the national curriculum, statutory religious education or in preparation for public examination, when voluntary contributions may be requested.

Charges are made for re-scrutiny of an exam paper when requested by parents where the result is that no charge or a lower grade is awarded. However, when the grade increases the cost of the re-mark is borne by the Exam Board

- c) Public examinations charges where the school has not prepared the pupils in that examination year.
- d) Examination charges incurred by the school, where the pupil has failed to complete the requirements of the examination course or to attend the examination for other than duly certificated medical reasons. Charges will be made at the Headteacher's discretion.
- e) Rescrutiny of an exam when requested by parents.
- f) Individual music tuition, unless required on a syllabus for a public examination.
- g) The costs of:
- repairing or replacing damaged or lost school property caused by a pupil's carelessness or vandalism. This includes costs for damage caused at other educational establishments.
 - uniform loaned to students which is not returned to the school
- h) Travel to work experience placements except where it was agreed that special circumstances apply. Costs of work experience placements not arranged through the school's liaison organisation.
- i) Contributions towards materials required in practical courses where the family wishes to own the finished product.
- j) Other optional activities such as visits to museums or PE activities on a non-examination course.
- k) Books (for example revision guides or art sketch books) or other equipment which are beneficial to the student for their coursework but not essential.
- l) Costs for copying student records when requested by an entitled party.
- m) Resources that can only be used once such as workbooks

4. When charges are normally payable, no pupil is to be disadvantaged solely by an inability to pay.
5. Charges or voluntary contributions requested will cover the actual costs incurred providing the activity.
6. All monies received shall be paid in the schools public or private accounts as appropriate
7. Any queries on the implementation of this policy should be referred initially to the Headteacher.

4. Reference

Policy as per "The Key"

Amendments

- Ref 4 Added
- No Changes