



CHARGING FOR SCHOOL ACTIVITIES and REMISSIONS POLICY

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Staff Responsible	Business Manager
School/Governor Policy	Finance Committee

CHARGING FOR SCHOOL ACTIVITIES AND REMISSIONS POLICY

Barnwood Park School wishes to provide for all students the best possible educational opportunities available, within the funds available to the school whilst ensuring that good value for money is achieved. This policy is based on advice from the Department for Education (DFE) on charging for school activities. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents/carers; the school warmly endorses this principle and is committed to upholding the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole, or in part, from parents. Without the financial support, the school would find it impossible to maintain the quality and breadth of the educational programme provided for students. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible, that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain students.

Policy

1. No charge will be made in connection with admissions to Barnwood Park School
2. No charge will be made for any books, materials, equipment or transport for use in connection with education activity if that activity is:
 - Within school hours (as defined by the 50% rule below)
 - Essential part of the National Curriculum or part of a syllabus for a prescribed public examination that the student is being prepared for
 - For statutory religious education
3. No charges will be made for entry to a public examination on the DfE prescribed list and where the student has been prepared for it at school, except where a student without good reason fails to attend or meet the requirements of the examination (e.g. fails to submit coursework, attend an oral component, etc).
4. Optional Extras
 - A charge will be made for activities that are considered to be "Optional Extras" (at the discretion of the Headteacher).
 - In calculating the cost of optional extras, the amount will include the following:
 - Any materials, books, instruments, or equipment provided in connection with the optional extra
 - Support staff
 - Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra: and

- The cost, or proportion of the costs, for the teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra
- Any charge made will not exceed the actual per student cost of providing the optional extra activity. No subsidy will be included for any students wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge

5. Voluntary Contributions

Voluntary Contributions may be invited for any educational activity both inside and outside school time. No student will be excluded from the activity for not having paid the contribution. However, if insufficient voluntary contributions are received the proposed activity may have to be cancelled.

6. Residential Visits

- The school will not charge for:-
 - Education provided on any visit that takes place during school hours or which are part of the curriculum.
 - Education provided on any visit that takes place outside school hours if is part of the National Curriculum, or part of a syllabus for a prescribed public exam that the student is being prepared for at the school or part of religious education; and
 - Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit
- The school will charge for:-
 - Optional, extra activities provided outside of the school day e.g. year group trips and theatre trips over and above those required by the examination syllabus. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus
 - Board and lodging except in cases covered under point 12 where residential activities are deemed to take place during school hours (point 7).

7. Activities partly during school hours

In order to determine whether an activity that is undertaken partly during school hours and partly out of school hours the 50% rule is applied:

- **Non-Residential Activities:** if 50% or more is spent on an activity in school time (including travelling time, but excluding midday breaks) the whole activity is deemed to be inside school time, and cannot be charged for; and
- **Residential Activities:** the number of half-days is counted (a half-day being any 12-hour period ending noon or midnight). If the number of days and half-days spent on the activity is greater than the number of school sessions

(morning and afternoon sessions) that a pupil would spend on a normal school day, the activity is deemed to take place outside school hours, and vice-versa. Travelling time is included in the time spent on the activity.

When a departure or return time splits a half-day then all the half-day counts if more than 50% of the half-day is used for the activity.

8. Transport

The school will not charge for:-

- transporting registered students to other premises where the Governing Body has arranged for students to be educated
- transport that enables a student to meet an examination requirement when she has been prepared for that exam at the school
- transport in connection with an educational visit during the school day

The school will charge for:-

- transporting in the minibus for activities that take place during school hours or are part of the curriculum, where this is the most cost effective method. Any charges made may be used to recover some or all of the costs of running the vehicle, including loss of value. The service may not make a profit either directly through the fares charged or incidentally as part of a profit making activity

9. Music Tuition

- Music Tuition is an exception to the law for providing free education during school hours
- Parent/carers requesting instrumental or voice tuition for their daughters will be invoiced and payments will be received in advance of music tuition timetables being arranged
- No charges will be made for a Looked After Child
- The Governing Body will review the charges for music tuition, annually in April.

EXTRA-CURRICULAR MUSIC TUITION - 2020 / 2021 ACADEMIC YEAR - LETTER

The Governors' at Barnwood Park highly value the extra-curricular music provision and are pleased to be able to continue to offer this service for the academic year 2020-2021.

There are many benefits to playing an instrument and research suggests that regularly playing an instrument teaches students to be more self-disciplined, more attentive and better at planning. All of these things are very important for academic performance, so can therefore make a student brighter and it helps create a sense of achievement.

Governors' are delighted to be able to offer Scholarships for students who are able to demonstrate their commitment to music and in addition, with Make Music Gloucestershire (MMG), will offer substantial bursaries towards the cost of extra-curricular music tuition fees.

Bursaries

a) **GRANTS CURRENTLY AVAILABLE UNTIL MARCH 2021 *****

Make Music Gloucestershire (MMG) – have a Grant available to help with music education costs and you may be eligible for their bursary fund. Up to £200 per term (3 term year) is available for students in receipt of pupil premium, or those families who can demonstrate hardship, to receive individual or small group tuition. For forms and further details please see below.

b) Music Scholarships – if you are not eligible for the MMG bursary, Scholarships will be awarded at a 100% discount and are intended to recognise and encourage excellence and commitment. Applicants will need to submit a written application to the Head of Music to demonstrate some or all of the following criteria:

- an advanced ABRSM grade (or equivalent musical qualifications)
- a significant musical profile whilst in school or the local community
- appropriate performing experience at county or national level e.g. youth choir, county orchestra, wind band, jazz or big band
- experience in giving public performances, e.g. gigs or solo recitals, major role in musical theatre productions

c) Financial support – if you are not eligible for the MMG bursary, a 30% discount is available for students who are on the Student Premium list i.e. receiving Free School Meals in the last 6 years; Service Children; Children who are Children In Care. Or if you are currently in receipt of and can provide evidence of any one of the following:

- Income Support
- **Income-based** Jobseeker's Allowance
- **Income-related** Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, **provided you are not entitled to Working Tax Credit**, and have an annual gross income (as assessed by HM Revenue & Customs) of no more than £16,190
- Working Tax Credit 'run-on' – paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get)

d) GCSE students' – if you are not eligible for the MMG bursary, a 30% discount is available for those studying GCSE music. If you child fails to regularly attend and commit to the lessons then you will be invoiced for the full fee cost. The generous subsidies for GCSE are subject to an expectation that all students will participate in at least 1 extra-curricular music activity. All exam students are also expected to actively participate in musical events.

The terms and fees for music tuition for the academic year starting in September 2020 will be as follows:

Lesson Options	10 Lessons	Fee - if entitled to 30% Bursary Per Term
Individual lessons 30 minutes	£165	£115
Individual lessons 20 minutes	£110	£77

A Scholarship or Bursary will only be available for 1 instrument per student.

The following Lessons are available, depending on numbers

Voice	Clarinet	Saxophone	Flute
Brass Instrument	Violin	Viola	Cello
Piano	Keyboard	Percussion (Drum Kit)	Mandolin
Guitar	Electric Guitar	Bass Guitar	Ukulele

In addition, Gloucestershire Music will continue to offer their Instrument Hire service for brass, woodwind and string. Application forms can be requested from the Finance Office or downloaded from www.gloucestershiremusic.co.uk 'Hire an instrument'. Please return these directly to Gloucestershire Music. Alternatively the loan of an instrument may be included as part of the MMG bursary programme.

What Happens Next?

We request that you complete a parental contract as confirmation that your child would like to continue or commence extra-curricular lessons from November 2020.

We will also send you a copy of the Barnwood Park School COVID 19 Risk Assessment for Extra Curricular Music Lessons, please can you and your child sign the contract to confirm that you have read and understood and will comply with the control measures detailed in the risk assessment prior to the commencement of lessons.

Forms and further details

Forms are available from the Head of Music or the Finance Office finance@barnwood-park.gloucs.sch.uk or can be downloaded from our website in the 'Parent & Students', Letters area.

10. Finished Products

Where parents/carers have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons) a charge can be made at cost price. The parents must know the charge for the product in advance.

11. Damage/Loss to Property

A charge will be made in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charges to be the cost of replacement or repair, or such lower as the Headteacher may decide.

A charge will be made in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

12. Remissions

In circumstances of family hardship, the school will review individual circumstances in confidence. Unless parents volunteer additional information regarding statutory benefits, the normal practice will be to refer to the Free School Meals register, as this provides an objective and non-intrusive method of assessing individual cases.

13. Refunds

- While all due care is taken in the costing of a school activity, it is possible that in some instances, the actual cost of the activity is less than the initial estimated cost. A refund will be returned to parents/carers if the value exceeds £10.00 for day visits and £20 for residential visits. For those instances where it is less than £10.00, a refund will not be paid due to administrative costs involved. Parents/carers will be notified of the refund and the refund will be given to students by cheque unless parents/carers request otherwise.
- The school reserves the right to re-charge parents/carers for any significant shortfall (greater than £10.00 per student) on school activities as a result of unforeseen circumstances.
- All letters to parents involving “costs” will set out clearly the basis of non-refundable deposits and refunds. The finance office will produce all such letters.

14. Behaviour

Parents/carers will be clearly informed that a student will be refused participation in an educational visit/activity, if staff have reason to judge their behaviour poses an unacceptable risk to themselves or others. In these cases a refund is not automatic.