



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.
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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 will be invoiced by the tutor directly.
- No charges will be made for a Looked After Child

10. Subsidy

- **Pupil Premium Trips** - As a part of our on-going work and responsibility towards disadvantaged students and as a part of the Pupil Premium strategy to help level up educational experiences and achievements, we will support academic trips/visits or enrichment opportunities each academic year. (and at the discretion of Leadership)

Examples of academic support may include on-line tutoring or field trips etc.

We also recognise that many disadvantaged students have social and emotional needs that are not being met and enrichment opportunities are just as important, such as Museum or Art Gallery visits; cooking sessions and the Duke of Edinburgh Award Scheme.

This is our commitment to aid disadvantaged student engagement, attendance and achievement in school.

- **Families in financial difficulties** - Families on low incomes or experiencing financial difficulties can apply to the school for help and support with educational

visits or enrichment opportunities each academic year up to the value of £50. A letter should be addressed to the Headteacher, outlining the situation and need.

Bursaries

MMG have a limited amount of music grants, of up to £1000, available for schools and community groups to help towards the cost of musical activities and purchase or hire of musical instruments. Activities must take place, and be paid for, by 31st March 2023.

The grants are aimed at schools and community groups to respond to the National Plan for Music Education by developing out of school activity. The bidder must contribute at least 50% financially with the maximum contribution from MMG being £1000.

For further information about these grants please contact Mark Medland, Business Manager, Make Music Gloucestershire by email or 01452 425400 or download the application form here (PDF, 197.6 KB)

STUDENTS:

Up to £200 per term (3 term year) is available for pupils in receipt of pupil premium, or for those families who can demonstrate hardship, to receive individual or small group tuition.

Students could be those playing an instrument, singing or making music using electronic devices. The primary aim of the scheme is to support pupils who have received group tuition and now require support to progress further.

For further information about these grants please contact Allan Waters, Colwell Arts Centre Manager, Make Music Gloucestershire by email or 01452 427242 or download the application form here (PDF, 245.6 KB)

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.