



Charging Policy

The purpose of this guide is to set out the policy of charging for various trips and activities undertaken at The CSIA Trust. This policy is drawn up in accordance with the requirements of section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002.

There are four principles underlying the provisions on charging:

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that Academies have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. That LAs and schools have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

The CSIA Trust is required to produce a policy on charging, which may be more or less generous than the LA policy for LA maintained schools, providing they meet the requirements of the law.

1. The CSIA Trust Policy and Action required by Governors.

The CSIA Trust recognises that there are a number of activities which will only take place if parental contributions are available but it stresses that no child should be excluded from any activity organised by the school because of the liability or unwillingness of their parents to pay such a contribution

2. Optional visits wholly or mainly outside school hours.

It is the intention of the Trust to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs, where a separate contract is issued. Contributions will be sought from parents of participating students in the International Program of visits, which may or may not be subsidised by the Trust.

ACTION: Governors will need to decide their policy on charge for school visits outside school hours on the basis either that the visit will proceed only if all those who wish to go pay the full costs or on the basis that they will set aside monies to cover the cost for those parents who wish their child to go on the visit but who are unable or unwilling to pay. These monies may be from the school's funds i.e., for educational activities the subsidy may come from GAG funding.

It is the policy of the Trust that visits of an educational nature may be subsidised from its budget according to the nature of the visit and decision of the Principal.

3. Visits wholly or mainly during school hours.

It is the intention of the Trust to invite voluntary contributions toward the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs.

ACTION: Governors' discretion to amend LA policy.

Governors will need to decide their policy on charging for school visits during school hours, on the basis either that the visit will proceed only if all those who wish to go are willing to make a voluntary contribution, or on the basis that they will set aside monies to cover the cost for those parents who wish their child to go on the visit but who are unable or unwilling to make a voluntary contribution.

The effect of the restriction on charging and of the fact that a child may not be prevented from going on a visit during school hours if the parents are unwilling or unable to make a voluntary contribution may lead to certain visits becoming unviable unless the Trust sets aside monies for educational activities, the subsidy may come from the GAG or pupil premium or an element of subsidy is built in to the voluntary contribution to cover the shortfall. The Trusts policy is that discretion will be used on an activity by activity basis and if a shortfall is anticipated the Principal will approve the use of GAG funding to subsidise educational visits.

4. Board and lodging charges on residential visits.

It is the intention of the Academy to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours, or if out of school hours, provided as part of the syllabus for a prescribed public examination or required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The exception to this rule is where students are part of the International Program where contributions to costs including airfare have already been sought and the Academy subsidises the full cost of the trip as part of its educational program.

Where the parents are in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £25,000), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance, the board and lodging charges must be remitted, and this cost will have to be met from within the school's funds i.e., for educational activities the subsidy may come from the academies GAG fund or Pupil Premium if the child in question is eligible.

The costs of transport, insurance, admission charges, etc. incurred during residential trips may not, however, be charged, although voluntary contributions may, of course, be requested and could become a necessary prerequisite for the visit taking place.

ACTION: Governors' discretion to amend LA policy

The effect of the restriction on charging and of the fact that a child may not be prevented from going on a visit during school hours if the parents are unwilling or unable to make a voluntary contribution to expenses other than for board and lodging may lead to certain visits becoming unviable unless the governors set aside monies to cover the deficit.

5. Individual tuition in the playing of a musical instrument.

It is the intention of the Trust to charge for such tuition where it is provided by external agencies and peripatetic teachers. A charge may be made to pupils concerned and this will be payable in advance of termly addition tuition outside of normal lessons.

6. Re-sits of prescribed public examinations

It is the intention of the school to charge the full cost of the re-sit.

ACTION: Governors' discretion to amend LA policy.

Governors may wish to set aside monies to assist parents with the cost of re-sits. This could come from the delegated budget or private funds. This will be at the discretion of the VP Curriculum according to individual circumstances. (Pupil Premium, for example)

7. Entry to examinations which are not prescribed in regulations issued by the Secretary of State.

It is the intention of the Academy to charge the full cost of the entry.

ACTION: Governors' discretion to amend LA policy.

Governors may wish to set aside monies to assist parents with the cost of entry to non-prescribed examinations. This could come from the delegated budget (VP Curriculum discretion)

8. Charges for ingredients, materials and equipment.

The Trust must be prepared to provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents who are willing to contribute in cash, or in kind, can be encouraged to do so on a voluntary basis. The Trust will charge for, or invite parents to supply, ingredients, materials and equipment if parents have indicated in advance a wish to own the finished product.

ACTION: Details of the arrangements which the school has adopted in these matters should form part of the published policy on charging.

9. Charges for breakages and fines.

We will where appropriate ask parents to make a financial contribution for damage to equipment or property caused by their child.

10. Recovery of unpaid charges.

Sums payable by parents for wasted examination fees, for optional extras to which they had agreed, or for board and lodging, are recoverable as civil debts.

ACTION: The Trust will pursue debts if expedient to do so.

Communications with parents

The LA has provided schools examples of 3 model letters and one additional contract for teachers, which are recommended for use when advising parents about school visits and engaging teachers to provide supervision. The wording will naturally change if governors adopt a policy of meeting the cost of visits for pupils whose parents are unable or unwilling to make a voluntary payment and which could not otherwise proceed (i.e., for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities)).

The cost of providing for pupils who choose not to go on a visit which takes place partly in school time must be met by the school or be included in the voluntary payment by parents of children participating in the visit and may be included as part of a charge for board and lodging.

Summary of the main points of the LA Policy on Charging

There are four principles underlying the provisions on charging:

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that LAs and schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.

4. That LAs and schools have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Summary of main points.

1. Optional trips wholly or mainly (as defined in the Circular) outside school hours will be charged at full cost.

2. Trips wholly or mainly during school hours may be funded by voluntary contributions. NO child may be excluded from such a trip because the parents are unable or unwilling to pay a voluntary contribution. The school where appropriate will consider financial support to enable students to attend school trips.

3. Board and lodging costs on residential trips will be charged except to those parents in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,190), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance.

4. Individual tuition in the playing of a musical instrument by a teacher employed by the LA in or out of school hours will not be charged for. However where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge may be made to pupils concerned.

5. Re-sits of prescribed examinations where no further preparation has been provided by the school will be charged for.

6. Entry to examinations which are not prescribed in regulations issued by the Secretary of State will be charged for.

7. Schools may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish in advance to have the finished product.

8. Schools may make charges for breakages and damage to property.

9. Governors may make provision through voluntary contributions for costs incurred by the children or parents who are unable or unwilling to make a voluntary contribution.

Definitions.

The most important definition concerns whether an activity takes places within, or out of, school hours.

If the number of school sessions missed by the pupils is less than 50% of the number of half days taken up by the activity, the activity is deemed to take place outside school hours. If the number of school sessions is 50% or more of the number of half days, the activity is deemed to take place during school hours.

Numbers of half days, or of school sessions, are to be rounded up as follows:

Where 6 or more hours in a half day is spent on a residential visit the whole of that half day counts as having been spent on the visit; where half or more of a school session is devoted to a residential visit the entire session counts as having been spent on the visit.

<p>Date Approved by Governors – December 2016 Next Review – June 2017 (to allow for new rates to be in place for September 2017)</p>
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LETTING/VENUE RATES – Per Hour – SEPTEMBER 2016 – AUGUST 2017

Venue	Off Peak Rate	Weekend Rate
MUGA	£20.00	£38.50
Dance Studio	£18.50	£38.50
Sports Hall	£22.50	£48.00
Gym	£18.50	£36.00
Main Hall	£18.50	£36.00
Classroom	£15.00	£28.50
Lecture Theatre	£15.00	£28.50
Drama Studio	£15.00	£28.50

EQUIPMENT HIRE

Equipment	Price (including VAT)	
Lights	£20.00	Per Hire Session
Sound System	£26.50	Per Hire Session
Projector	£8.00	Per Hire Session

- Rates reflect regular weekly use and do not reflect a singular tariff. Single booking tariffs are available on request
- All lettings are invoiced monthly in advance
- Contact crossd@cambornescience.co.uk for more info