



Lyons Hall Primary School Charging Policy

In line with the Education Act 1996 the Governors have prepared the following policy.

No charge is made for admitting pupils into the school. At Lyons Hall Primary School we aim to offer all pupils a broad and balanced curriculum. Where education is provided wholly or mainly during school hours, it is generally free. The Governing Body is permitted to request a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity financially viable then it must be cancelled.

Residential Trips-Non-essential

Where a residential visit is **not** an essential part of the National Curriculum, statutory RE or in preparation for prescribed examinations and if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied for the full cost of the trip. These type of trips are deemed “optional extras” by the government.

The Governing Body is permitted to charge for the total cost of the visit including travel, board and lodgings, materials, books, equipment, support staff costs, teaching staff costs (where they are contracted to take part in the activity), entry fees and insurance. The charge in respect of each pupil must not exceed the total cost of the numbers of pupils participating.

At times some visits may be limited in numbers but the parents’ ability to pay will not be the deciding factor in who is issued with places. If insufficient voluntary contributions are received the visit will be cancelled for all pupils.

A pupil’s participation in such activities (deemed optional extras) is entirely at the discretion of parents.

If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Remissions

Where the residential trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income support
- Income-based Jobseeker's allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child tax credit provided the parent is not entitled to working tax credit and their annual income does not exceed the stated government limit
- Guaranteed State Pension Benefit

Residential Trips-Essential

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

Other Visits and Activities Within School Hours

Essential Residential Visits

For essential residential visits and residential visits deemed within school hours i.e equal to or greater than 50% of the time on the visit being in school hours, board and lodging will be charged for. Additional voluntary contributions will be sought to cover the full cost of the visit eg transport, staff, insurance etc.

Other Non-residential Visits

Transport

Parents will be asked to pay a voluntary contribution for the cost of travel to and from activity.

Insurance

Parents will be asked to pay a voluntary contribution for the cost of insuring their child during the visit.

Entrance fees

Parents will be asked to pay a voluntary contribution towards the cost of entry fees and tickets.

Other costs incurred

Parents will be asked to pay a voluntary contribution for any other costs incurred eg materials, expert staff etc

Instrumental Music Lessons

A charge is made for instrumental tuition unless the tuition forms part of the syllabus for a prescribed examination, or is part of the national curriculum or agreed syllabus for religious education, in which case a charge is not permissible.

No charge may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- The examination is on the set list, but the pupil was not prepared for it at the school
- The examination is not on the set list, but the school arranges for the pupil to take it
- A pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

Charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

Property

Compulsory charges may be made by the school for replacement of broken windows or fittings, defaced or damaged books and property or loss occurring as a result of pupils' bad behaviour. The school is empowered to recover this loss and resultant costs as a civil debt.

Out of Hours Activities

Parents may be charged for out of school hours clubs and activities. For these purposes lunchtimes do not count as being within school hours. These clubs and activities are deemed "optional extras" and costs charged would reflect costs incurred. Such costs may include staff costs, additional cleaning and running costs eg electricity or materials. Staff currently provide many clubs and activities giving their time free however some clubs and activities may be charged for and parents would be informed in advance so that they can decide whether or not they want their child to take part in these "optional extras".

Childcare

Where the school operates childcare facilities eg breakfast or holiday club parents will be charged in accordance with the child care provider's policy and their agreement with the Governing Body.

Lettings

See separate policy

Where parents enrol pupils in activities based at the school but provided by an outside contractor the lettings policy will be relevant and the provider is at liberty to charge to cover their costs, including their expertise.

School Meals

School meals will be charged for in line with the charges set by the Governing Body. Parents who are eligible can claim free school meals and forms can be collected from the school office.

Parents who have difficulties meeting any charges should discuss the matter with the Headteacher to arrange a suitable gradual instalment payment plan.

Unpaid charges legally recoverable will also be recouped, together with resultant costs as a civil debt.