

XII Apostles RCPS

Charging Policy

(in Connection with Education)



Approved by Governors on

Signed _____

Charging Policy in Connection with Education

At XII Apostles R.C School

1. General

- Section 457 of the Education Act 1996 requires that every governing body of a maintained school shall determine and keep under review a policy for charges in connection with “Education” at that school.

- This policy statement makes the distinction between those activities undertaken at XII Apostles R.C School for which the governing body is prohibited from charging for the service provided and those activities/services for which it is permitted to levy charges.

2. Prohibition of Charges

This school is prohibited from raising a charge in respect of the following:-

A) Admissions

No charge shall be made in respect of admissions to the school. The only circumstances where this may not apply is when:

- part time education is being provided to individuals over school age;
- full time education has been provided to persons over 19 years of age; and
- teacher training.

B) Provision of Education

As part of its statutory responsibilities, this school will not charge for the education of registered pupils at the school for education provided during normal school hours with the exception of:

- Tuition in playing a musical instrument where the tuition is provided individually or to a group of not more than four pupils, unless the tuition is part of a syllabus for a public examination for which the pupil is being prepared by the school, or part of the implementation of the national curriculum. This also applies to tuition for playing a musical instrument when the tuition is required as part of the syllabus for which the pupil is being prepared for public examination.

- If the music tuition is provided out of school hours and not being aimed for public examination, then charges may be levied accordingly.

C) Education provided partly during and partly outside school hours

Unless there are exceptional circumstances whereby education provided to pupils (even a residential trip) fall significantly outside of normal school hours, then the school will not charge for the service provided in accordance with Section 452 of the Education Act 1996.

D) Examinations

Charges cannot be made in respect of the entry of a registered pupil for a prescribed public examination, for which the pupil has been prepared at the school, unless the school have paid the examination fee and the pupil fails, without good reason, to meet any examination requirement for that syllabus. In such circumstance the school may recover the amount of the fee from the pupil's parents.

E) Incidental Charges

- The parents of pupils registered at the school may not be charged for or asked to supply any materials, books, instruments or other equipment for, or in connection with, the statutory education provided in school, or a syllabus for a prescribed examination for which the pupil has been prepared at the school.
- Charges will not be made for transport provided for a registered pupil if the transport is incidental to the statutory education provided by the school or is required to allow a pupil to meet any examination requirement for any syllabus for a prescribed public examination for which they have been prepared by the school.

For these purposes, incidental to statutory education provision is defined as transport to and from any part of the school premises in which provision is made for these pupils, or, to and from any place outside the school premises where such provision is made.

Incidental charges may be made for the supply of any materials used in the production of an article, in the course of the education of the pupil, where the parent has indicated in advance of the payment that they wish the article to be owned by the pupil/parent.

3. Permitted Charges

The school may raise a charge to the parents of pupils concerned for the following:-

- a) Board and lodging provided to a registered pupil on a residential trip;
- b) The provision of extra-curricular activities out of school hours such as sports clubs, summer schools, childcare and tap in services;
- c) Additional transport costs, which are not incidental to the education, provided to registered pupils;

- d) Examination costs where a pupil has failed to meet the examination requirements of the syllabus.

Any charge that is raised will be payable by the parent of the pupil concerned and will not exceed the actual cost of service provided.

4. Voluntary Contributions

Throughout the year the teachers will plan trips or visits to enrich the curriculum and the Educational experience of the children and invites parents to contribute to the cost. All contributions are voluntary and if we do not receive sufficient contributions, we may cancel the trip. If a trip goes ahead, it may include children whose parents have not paid any contributions. We do not treat these children differently from others. The school regularly subsidises the cost of school trips. The level of contribution will be decided by the Headteacher and will be based on the actual cost incurred, divided by the total number of Pupils.

The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents /carers. These activities are known as optional extras.

This list is not exhaustive.

- Visits to art galleries /museums
- Sporting activities which require transport expenses e.g. swimming
- Outdoor adventure activities
- Residential visits
- Visits to or by theatre companies
- Musical events

Parents/Carers will be given reasonable advance notice of proposed visits /activities and school will provide details of how each individual voluntary contribution amount has been determined upon request. Payments may be made in instalments where contributions are significant.

5. School Meals

- All children in Key Stage 1 are entitled to Free School Meals (Universal Free School Meals)
- The cost of a school meal is determined by the catering company school does not increase the price of the school meals
- School meals should be paid for on a Monday morning for that week. Monthly or half termly payment in advance are acceptable
- Any parent that falls into arrears for two weeks will be asked to provide their child with a packed lunch until the debt has been cleared

6. Breakfast Club (see also breakfast club policy)

- The cost of attending the School Breakfast Club is currently £4 per child per day
- Families with 2 or more children are charged £3 for each sibling
- Breakfast club has to be paid in advance on a Monday
- Payment is due if child fails to attend (sickness, absence from school, etc.)

All children receive free bagels in the morning and fruit in the afternoon however parents are charged for toast and milk at playtime £3 for toast and £6 for milk for half a term.

7. Swimming

The school organises swimming lessons for children in year 3 and 5. Lessons take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover the cost of the transport to and from the pool . We inform parents when these lessons take place.

8. Remissions Policy

Any parent in receipt of income support, income based job seekers allowance or has exceptional circumstances may receive full or partial remission of costs . All requests for financial support should be made to the Headteacher.