

Forge Valley School

Charging Policy

Policy development:

This policy has been developed by building on our own best practice and that of other educational networks. It has been developed in consultation with governors, parents, staff and pupils and is accessible through the Forge Valley School website

Governor Committee: Finance and Resources

Ratified by governors: 4.12.14

Due for review: 4.12.17

Member of Staff responsible: Business Manager



Ratified by
Chair of Governors

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities and this policy sets out how Forge Valley School will conform

- We cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- We will ensure that parents on low incomes and in receipt of the benefits are informed of the support available to them when being asked for contributions towards the cost of school educational visits.

1 Education

Forge Valley School **will not** charge for:

- An admission application to any state funded school (paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process);
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school, however, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

Forge Valley School **will** charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- The proportionate cost for a pupil engaging in activities wholly outside of school hours to meet the costs of travel, materials and equipment, support staff costs, admission fees and insurance costs.

- Optional extras (see section 2 for details);
- Music and vocal tuition, in limited circumstances
- Community facilities
- Damage caused to school premises or equipment through misuse or wilful damage

2 Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras classified as:**

- Education provided outside of school time that is not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching 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 an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

3 Voluntary Contributions

Forge Valley School may ask for voluntary contributions to benefit the school or any school activities:

- The school will make it clear from the outset if an the activity cannot be funded without sufficient voluntary contributions
- The school will make it clear from the outset that there is no obligation to make any contribution
- No registered pupil at the school will be excluded from an activity or treated adversely according to whether or not they have made a voluntary contribution

It will be made clear to parents from the outset that if insufficient voluntary contributions are received that a visit/activity will not take place.

4 Music Tuition

Charges may be made for tuition in playing a musical instrument in the following circumstances:

- Tuition of an individual pupil
- Tuition of a group of four pupils or less

Providing that the tuition is not an essential part of:

- The National Curriculum
- A public examination syllabus that the pupil is being prepared for at school

5 Transport

Forge Valley School **will not** charge for:

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- Transport provided in connection with an educational visit.

Forge Valley School **will** charge for:

- Any other transport as defined by an 'Optional Extra'

6 Residential visits

Forge Valley School **will not** charge for:

- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Forge Valley School **will** charge for:

- Board and lodging and the charge must not exceed the actual cost

Parents/carers will be informed at the outset that any contribution to a residential visit will be voluntary where families hit defined criteria. Pupils on the FSM/Ever6 register will be exempt from paying a mandatory contribution but will be asked for a voluntary contribution to such visits.

Where parents/carers of pupils do not make a voluntary contribution this will not prejudice the 'place' allocation process. At Forge Valley School all pupils are treated equally in the allocation of places.