



Blue Sky Federation  
Erpingham VC Primary School & Northrepps Primary School

### Charging Policy

Formally adopted by the Governing Body of Blue Sky Federation	
On	February 12 <sup>th</sup> 2020
Chair of Governors	<i>Sam Lee</i>
Executive Head Teacher	<i>Laura Watts</i>
Last updated	February 2020
Review	February 2021

It is the policy of the school to provide the children with a broad and well-balanced curriculum that is relevant to them and matches their abilities and aptitudes. As part of our curriculum we offer the children opportunities to participate in activities in and out of school. The cost of some of these activities is such that it cannot be met from the school's budget and we therefore ask parents/carers to contribute towards the cost.

The response to these requests has usually been very good but on those occasions when it has not been the case, the difference has been met from school funds or through the support of the Friends' Associations at both schools.

It is our intention to continue to provide the children with a wide variety of activities and we hope that parents will continue to support with voluntary contributions that will cover the cost. Should we find that parental contributions are not sufficient, and the cost to the school of the Friends' Associations becomes too great, there will be no alternative but to cancel some activities for all of the children.

Legislation allows schools to charge for certain activities that take place both inside and outside school hours. Norfolk County Council recommends the following guidance to governors which has been adopted in full at Blue Sky Federation:

**Music Tuition - Vocal or Instrumental tuition, which is not part of the syllabus for an approved public examination, part of the National Curriculum or provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.**

Charges may be made for tuition provided individually or to groups of any size, provided the tuition is provided at the request of the pupil's parent. No charge may be made in respect of a pupil who is looked after by the local authority.

## Ingredients and materials

Charges may be made for ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

## Travel

Schools **cannot** charge for:

- Transporting registered pupils to or from school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where arrangements have been made for pupils to be educated.
- Transport enabling a pupil to meet an examination requirement where prepared for that examination at the school

## Board and Lodging

Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. This charge must not exceed the actual cost.

## Extra-Curricular Activities

A small charge is made for After School Club which contributes to the cost of materials and staffing. There is also a small charge for Breakfast club which helps cover the cost of food and staffing. These charges are payable in advance, half termly.

## Residential Trips

A residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Schools **cannot** 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, part of a syllabus for a public examination 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.

Schools **can** ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. It is advisable to make parents aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

### **Public Examinations**

Charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

### **Remission of charges**

Only parents who are in receipt of Universal Credit (when fully rolled out), Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Executive Headteacher. Where applicable, at the discretion of the Executive Headteacher, Pupil Premium monies can be used to alleviate financial difficulties.