

The Gold Rose MAT

Being the best we can be



Charging for School Activities Policy

Scheme of Delegation

Approver: *Audit and Finance Committee*

Reviewer: *CFO*

Dates

Date of approval: March 2021

Date for revision: March 2023

Category

A – statutory policy required by educational legislation

B – statutory policy required by other legislation impacting directly on schools

C – statutory other

D – document referenced in statutory guidance

NS – non statutory

Published

School webpage

trust webpage

prospectus

Statement of Intent on Charging for School Activities

1 Charges

The school reserves the right to levy a charge in any circumstance permissible under the Education Reform Act.

2 Voluntary Contributions

Parents may be asked to make voluntary contributions for any visit or journey organised by the school and approved by the governors. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions, the school reserves the absolute right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place.

3 Remissions

The Trustees will apply the statutory minimum remissions to any charges, which they make: that is in respect of pupils whose parents are in receipt of income support or family credit. Any further remission of charges will be at the absolute discretion of the Trustees.

Unless the trip/activity is considered to be an essential part of the pupils' education and curriculum, there should be no mention of the provision of supplying subsidy for families on any form of income support when writing letters to parents outlining details of the trip/activity. However, a request that parents contact the school should they have difficulties in paying for the activity should be included. Each case will then be judged on its merits. The school will take into account special circumstances and exercise its discretion.

For a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination, or religious education, no charge may be made either for the education or the cost of travel. However, charges can be made for board and lodging in these circumstances, except for pupils whose parents are receiving income support, family credit, jobseekers allowance, or any scheme currently in force to supplement low income families.

4 Breakages

The Trustees reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of breakages, loss or damage to books, equipment, or material other than the normal fair wear and tear.

5 Charging in Kind

Where parents indicate that they wish to own the finished product of a practical activity, they may be asked to provide or pay for ingredients, materials, equipment etc, which may be required. No pupil will be at a disadvantage because of a parent's unwillingness or inability to contribute

in this way. Year Teams may exercise the right to request payment in advance for projects to be completed.

6 Musical Instrument Tuition/ Singing Lessons (Peripatetic)

Instrumental and vocal tuition which takes place during the school day, subject to the parent/carer requesting the tuition may be charged for. The rate of charging will be dependent on group size. Where regulations allow for charging of such tuition, incidental costs may also be charged. These may include instrument hire, music books etc.

7 School Minibus

Only the school's pupils, staff or parents may travel without charge in a school's minibus (es).

The school may charge any other organisation/individual for use of the minibus(es) provided it can be proved the trip is for community use.

The school may charge for transport in the minibus only if they hold a permit issued under section 19 of the transport Act 1985. Charges may recover some, or all of the costs of running the vehicle, including depreciation, but they may not make a profit. A charge is any payment made in cash or kind (for example a club subscription) by or on behalf of a person which gives him or her a right to be carried.

8 VAT

VAT should be charged and reclaimed on activities, where applicable, as per the instructions from HM Customs and Excise.

References:

Education act 1996: sections 402, 450-458,460

Education (Schools and FE) Regulations 1995, S1 1995/2089

VAT Act 1994

The Charges for Music Tuition (England) Regulations 2007

Appendix 1 – Cippenham School

Operational Detail for payments and contributions

1. Cippenham School operates a cashless system for major items including school lunches, tuck, trips and residential visits, minibus service and also after school clubs. Where this is not possible, the School will accept cash payments.
 2. Parents should pay using an online facility and will be given log in details for this when joining the school
 3. Residential visits, Mini Bus Contributions and After School Clubs may only be paid for using the online facility.
 4. School lunches and tuck – parents will be reminded to top up their account if it falls below a certain level and the school reserves the right to block accounts once a certain threshold has been reached. Parents will be notified and it will be their responsibility to provide a packed lunch for their child. They will also be asked to work with the school to pay off any debt incurred.
 5. Office staff will provide a support facility for parents unfamiliar with the Parent Pay system.
 6. For minor or one off items cash may be requested, for example, school newspaper, donations to charity
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