

CHARGING FOR SCHOOL ACTIVITIES
Holtsmere End Junior School
March 2011
Autumn 2012

(Based on the guidance provided in the 'Governors' Guide to the Law')

The Local Authority or Governing Body may not charge for anything unless they have drawn up a statement or general policy on charging. The Governing Body's policy may be more or less generous than the Local Authority's, as long as it meets the requirements of the law.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum.

Voluntary Contributions

The Headteacher or Governing Body may ask parents for 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, though, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the school can not charge for the educational or travel elements.

Where the 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 the charge for board and lodging:

- 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, assessed by the Inland Revenue, does not exceed £16,040 (2008-09)

- the guaranteed element of State Pension Credit

Instrumental Music Lessons

A charge is permitted for instrumental music tuition undertaken in school hours for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSE).

Charges

Paired keyboard lessons £90 per term

Group lessons £60 per term 2009 to 2010

Refunds

If the journey or visit makes a surplus, then the parents /carers will be offered a refund where the sum involved per pupil exceeds £2.00 for day visits and £5.00 for residential visits.

Reimbursement following cancellation of a visit or residential school journey

- In the event of a cancellation by the school there will be a full refund
- In the event of a cancellation by visit / journey providers the school will make every effort to recover any deposits paid by parents

Reimbursement of contributions where a student withdraws

School will try to deal with each case sympathetically, however a full or partial refund may not be possible when the school has entered into financial commitments on behalf of the pupil eg. Coach travel or booking deposit.