

Consultation: This policy has been developed in conjunction with Local Authority guidelines and DfE legislation

Dissemination: T:Drive and Website

Date policy approved by Governors: 30th Nov 2020

Date policy becomes effective: Immediately

Review date: November 2021

Person responsible for Implementation and Monitoring: Headteacher

Liskeard Hillfort Primary School fully complies with the Department for Education Guidance on Charging for School Activities.

Section 1: Introduction Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. Liskeard Hillfort Primary School provides a wide ranging programme of activities which support the broad educational experiences for students. These include activities run during the school days such as clubs, sports teams, instrumental lessons and a range of off-site visits and activities. Almost all of these are classified as enrichment activities and are not a requirement of implementing the National Curriculum. Nor are they part of a specification for a public examination.

Liskeard Hillfort Primary School places a high value on these additional activities and to the contribution they make to students' personal and social development and education in the broadest sense. Liskeard Hillfort Primary School will ensure that parents on low incomes and in receipt of benefits are advised of the financial support available to them from the school in regards to requests for payments.

Section 2: Liskeard Hillfort Primary School does not charge for:

- an admission application;
- the core educational offer provided during school hours (including the supply of any essential materials, such as textbooks, student planners, workbooks);
- 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 student is being prepared for at the school;
- entry for a prescribed public examination or re-sit, if the pupil has been prepared for it at the school.

Section 3: Liskeard Hillfort Primary School makes charges for some activities:

- any materials, books, instruments, or equipment, where the child's parent wishes the student to own them or where the materials have been intentionally damaged;
- music and vocal tuition where it is provided in addition to core music lessons;
- education, resources, activities or trips provided within or outside of school time that is not: a) integral to the National Curriculum; b) integral to a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or c) integral to the programme of study for religious education;

- charges made by awarding bodies for re-scrutiny or re-marking of examination papers at the request of parents/ carers
- transport that is not required to take the student to school or to other premises where it has been arranged for the student to be provided with education; and board and lodging for a student on a residential visit
- The cost of repair or replacement of school property, equipment or building, or that belonging to school staff, visitors or students, where the damage/loss of property is caused by the deliberate actions of a student. Where the activity above is broadly described as an 'optional extra', charges will not exceed the cost of providing the optional extra and are divided equally between students taking part. Participation in an optional extra activity will be on the basis of parental choice and willingness to meet the cost of the activity. In calculating the cost of optional extras the school takes into account:
 - any materials, books, instruments, or equipment provided in connection with the optional extra;
 - the cost of any additional staffing requirements, including teaching and support staff costs;
 - any other reasonable cost incurred e.g. insurance.

Voluntary Contributions:

Liskeard Hillfort Primary School may ask for voluntary contributions for some school activities which are integral to the delivery of an aspect of the curriculum. Without voluntary contributions for some activities, Liskeard Hillfort Primary School may be unable to run the activity. Where contributions are requested on a voluntary basis, it will be made clear to parents that there is no obligation to make a contribution to costs. In some circumstances, if insufficient voluntary contributions are raised to fund a visit, then the activity or visit will be cancelled. Residential Visits The full cost of food and accommodation will be charged on visits taking place wholly or mainly (i.e. more than 50%) outside of school time. Parents who are in receipt of certain benefits may be eligible for financial support in relation to the cost of some board and lodging on specified residential trips, at the discretion of the Headteacher. As a guide, these benefits are free school meals, income support, support under part VI of the P3 of 3 Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance.

Remissions:

The discretion to remit in whole or in part any charge, which may be made by the school, has been vested in the Headteacher.

Remission may be made on the grounds of educational and/or financial considerations with regard to both the pupil and School needs. Remissions may be made on a group or individual pupil basis.

Parents are encouraged to discuss such matters in confidence with the Headteacher and should be aware that no child will be excluded from an activity because his/her parents do not contribute financially to the cost of an activity.