

The Ryedale Federation



Charging Policy

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Policy Review dates

	Review Date	Changes made	By whom
All Federation Schools	Dec 2020	New Policy	Headteacher
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<p>Date of Policy Adoption by Governing Body</p> <p>19th December 2017</p> <p>Signed:  Headteacher, Ryedale School</p>		<p>Signed:  Head of School, Helmsley CP School</p> <p>Signed:  Headteacher, Kirkbymoorside CP School & Sinnington CP School</p> <p>Signed:  Chair of Governors – Mr David Dangerfield</p>	

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1. Aims

Our schools aim to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

The Governing Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The Governing Board also has overall responsibility for monitoring the implementation of this policy.

In The Ryedale Federation, responsibility for approving the charging and remissions policy and monitoring the implementation of this policy has been delegated to the Governors Policy Committee.

5. Where charges cannot be made

Below is set out **what schools cannot charge for**:

5.1 Education

- Admission applications
- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 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
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

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

5.3 Residential visits

- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below is set out **what schools can charge for**.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 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 board has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When 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 (including supply teachers engaged specifically to provide the optional extra)
- 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 will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the schools in The Ryedale Federation are able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Examples of activities where schools may ask parents for a voluntary contribution are:

- School Trips
- Transport to sporting events and transport to swimming lessons
- Food Technology, Art and DT to cover materials/ingredients for end products which pupils are able to take home

If an activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. There is no obligation for parents to make any contributions and no child will be discriminated against if their parent is unable or unwilling to pay. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will not take place.

8. Activities the Ryedale Federation charges for

The schools in The Ryedale Federation will charge for the following activities:

Residential Trips

- For residential trips which are essential to the national curriculum, a charge will be levied for board and lodge only
- For residential trips which are not essential to the national curriculum, and the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip
- For residential trips which are not essential to the national curriculum, and the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodge

Music Tuition

Parents/families will be charged for individual music tuition and group music tuition, if the teaching is not an essential part of the National Curriculum. This is a direct arrangement between either the private music teacher or NYCC Music Service.

Early Years

Helmsley and Kirkbymoorside CP Schools have early years provision for children aged 3 and 4 and Sinnington CP School offers early years provision for children aged 2, 3 and 4. The children are entitled to free early years provision for either up to 15 hours or 30 hours a week. Parents can chose to pay for additional hours a week and lunchtime sessions, subject to availability. The cost of charged for early years provision with effect from April 2019 is:

- | | |
|-------------------------|--------------|
| - Hourly rate | £4.50 |
| - Lunchtime supervision | £2 |
| - School meal | £1.85 |

Parents are expected to pay in advance or within 7 days of the child's attendance. The additional hours agreement will be reviewed every term and can be revoked if a debt exceeds £50.

Before and After School Clubs

At Helmsley CP School a breakfast club is provided by the school and the cost is **£3.75** per day. For children attending Early Explorers who remain at the breakfast club until 9.15am the daily charge is **£5**. An after school club is provided by a private provider.

At Kirkbymoorside CP School a breakfast club and after school club is provided by a private provider.

At Sinnington CP School a breakfast and after school club is provided by the school. The cost is **£3.75** per day for the breakfast club and **£3.75** per day for the after school club up to 4.30pm and **£1.85** for every half hour thereafter.

At Ryedale School a breakfast club is provided by the school but no charges are made for this club as it is funded from the school's main budget.

Enrichments Days

At Ryedale School, a range of enrichment activities take place in the last week of term and charges are levied for these activities based on the actual cost of the activity.

Textbooks (Secondary School only)

Textbooks are provided free of charge, however in some subjects, additional revision guides are available or where the child's parent wishes him/her to own a particular textbook, a charge will be made equivalent to the cost of the revision guide/textbook.

Examination Entries (Secondary School only)

A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

A charge will be levied for music exams where parents have chosen to enter their child for an exam such as an Associated Board music exam.

A charge may be levied for pupils re-sitting an examination.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

Damage to School Property

In the rare event of deliberate damage to school property, parents are asked to cover the full repair costs. A full investigation is undertaken to ensure that the facts are established before requesting payment from parents. Accidental damage is not paid for.

Lettings

The schools in The Ryedale Federation will make their facilities available to outside users in accordance with the Lettings Policy. The charges will be reviewed annually and will be set at a level to at least cover the cost of providing the facilities.

Other Charges

The Ryedale Federation may levy charges for miscellaneous services up to the cost of providing such services e.g photocopying.

9. Remissions

In some circumstances the schools in The Ryedale Federation will remit, wholly or partly, any charge which would otherwise be payable in accordance with the guidelines below:

- remission of the cost of board and lodge for residential trips undertaken by pupils who are in receipt of free school meals, where the trip takes place mainly in school hours or is essential to the national curriculum.
- students eligible for pupil premium funding will receive financial help towards the cost of practical subjects, revision guides and text books, in accordance with the pupil premium policy.
- students eligible for pupil premium funding who are studying GCSE Music will receive a 50% subsidy towards the cost of music lessons from private tutors who are based at Ryedale School
- A sibling discount will be applied if two or more children from the same family attend school run before and after school clubs. For the second child and subsequent children a reduction of £1 per hour for the first hour and 50p for every half hour thereafter.
- A discount will be applied to Federation employees whose children attend school run before and after school clubs. For the first child a reduction of £1 per hour for the first hour and 50p for every half hour thereafter. The sibling discount will apply for subsequent children.
- all schools in the federation will consider requests from parents/families for financial assistance towards the cost of curriculum based activities.