



OAKFIELD ACADEMY

BELIEVE AND ACHIEVE

**Written/
Reviewed by: Business Manager**

Approved by: Finance Committee

Ratified on: November 2015

Next review due: November 2018

Rationale

Charging for educational activities provided by Oakfield within and outside the school day is covered by the "1996 Education Act". Governors are required to state their policy with regard to charges and their possible remission that apply in the school.

Under the terms of the Act the school cannot charge for school time activities but may invite parents and others to make voluntary contributions to supplement the school funds. All requests to parents for voluntary contributions will make it quite clear that the contributions would be voluntary and that the children of parents who do not contribute will **not** be treated any differently. If a particular activity cannot take place without some help from parental contributions this will be explained to parents at the planning stage. Where there are insufficient voluntary contributions to make the activity possible, and there is no way to make up the shortfall, the activity **must** be cancelled. Essentially no pupil may be left out of an activity because his/her parents cannot, or will not, make a contribution of any kind.

Aims

- To maintain the right to a free school education
- To enable all pupils to take full advantage of the activities

Objectives

- To ensure that activities offered in school time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- To ensure that the responsibilities for the charging policy are clearly and appropriately allocated
- To ensure that the operation of the policy is systematically reviewed and the findings acted upon

Broad Guidelines

It is the policy of the Governing Body in respect of:

Activities taking place during school hours

- To levy a charge for the provision of music tuition to pupils, either individually or in small groups, except where it is provided to fulfil any requirements specified in the syllabus for a prescribed public examination, or specifically to fulfil statutory duties relating to the National Curriculum
- Not to levy a charge for examination entries except where the school has not prepared pupils for the examination in the year for which the entry is made; or a pupil has failed, for no good reason, to complete the requirements of the examination.

(Note: Parents may make a voluntary contribution to the board and lodging element of all residential trips and visits or the cost of transport direct from the school to an activity sanctioned, though not provided, by the LEA or school)

Activities outside school hours

- To levy a charge for all activities provided outside school hours (defined in the "Education Act" as an "Optional Extra". Participation will be on the basis of parental choice and a willingness to meet such charges as are made.)

Exception: No charge will be made if the activity is an essential part of the basic curriculum or a requirement of an examination syllabus.

- Charges may be made for Optional Extras defined as falling wholly or mainly outside of school hours provided the activities are not:
 - to fulfil any requirements specified in the syllabus for a prescribed public examination
 - Specifically to fulfil statutory duties relating to the National Curriculum or Religious Education

The charges may include an element for:

A pupil's travel costs

A pupil's board and lodging cost

Materials, books, instruments and other equipment

Non-teaching staff costs

Entrance fees to museums, castles, theatres, etc

Insurance costs

The engagement of teaching staff specifically providing the activity and supplying such staff with travel, board and lodging, providing that if they are employed by the Local Authority or Governors they are employed to provide individual music tuition or engaged on a separate contract for services to provide the optional extra. The contract may take the form of a letter inviting the teacher to provide certain services for a specific activity taking place at a specified time, in return for payment of expenses and, where appropriate, a fee

The charges for individual pupils may not:

Exceed the actual cost for providing the Optional Extra activity divided by the number of pupils willing to participate

Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay

Include a cost of alternative provision for more pupils who do not wish to participate where a small part of the activity takes place in school hours

For all activities:

The school may request voluntary contributions from all parents for school activities, in or out of school time, which can only be provided if there is sufficient voluntary funding

Remission

It is the policy of the Governing Body to consider the alleviation in full or part of charges in respect of parents experiencing hardship and to delegate to the Headteacher the determination of any individual case arising from the implementation of the policy

Resources

The Governing Body agree that an allocation from the School Budget be used to support this policy

Responsibilities

Authority for the day-to-day management of this aspect of the Budget will be devolved to the Headteacher who, in conjunction with the Finance Manager, will determine the proportion of costs of an activity which should be charged to school

Staff organising activities must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the Headteacher for consideration and approval