

# The Roundhill Academy

## Charging Policy



### CONTENTS

<b>Title</b>	<b>Page</b>
DFE Departmental Advice / Key Points	2
<b>School Charging:</b>	
1. Education	2
2. Optional Extras	3
3. Voluntary Contributions	3
4. Music Tuition	4
5. Transport	4
6. Residential Visits	4
7. Charges & Remissions	5
8. Education partly during school hours	5
9. Non-residential Activities	5
10. Residential Visits	6
11. Community Facilities	6
Appendix A – Facilities Prices List	7

**Reviewed September 2017**  
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## DFE Departmental Advice

The purpose of DFE Departmental Advice is to help governing bodies, school leaders and school staff set out their policies on charging and remission for school activities and school visits.

Section 449 – 462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by Local Authorities in England. Academies are required through their funding agreement to comply with the law on charging for school activities.

The purpose of this policy is to set out the regulations which apply to The Roundhill Academy when charging for school activities.

### Key Points

School governing bodies, subject to limited exceptions, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

Schools must ensure that they inform parents on low incomes and in receipt of any other specific benefits of the support available to them when being asked for contributions towards the cost of school visits. Please see section on Charges and Remissions.

### School Charging

#### 1. Education

The Roundhill Academy governing body **will not** charge for:

- an admission application to any state funded school.
- education provided during school hours.
- education provided outside of school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the student's parents.
- entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

The Roundhill Academy governing body **will** charge for:

- any materials, books, instruments or equipment where the student's parent wishes him/her to own them.
- optional extras (see Optional Extras)
- music and vocal tuition, in limited circumstances (see Music and Vocal Tuition)
- certain early years provision (The Education – Charges for Early Years Provision – Regulations 2012 refer)

## 2. Optional Extras

Charges may be made for some activities which are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments or equipment. **Optional extras are:**

- education provided outside of school time that is not:
  - part of the national curriculum.
  - part of a syllabus for a prescribed public examination that the student is being prepared for at the school.
  - part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) by the school.
- transport (other than transport that is required to take the student to school or to other premises where the governing body have arranged for the student to be provided with education).
- board and lodging for a student on a residential visit.

In 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, this includes supply teachers engaged specifically to provide the optional extra.
- the cost, or an appropriate proportion of the cost, 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 students must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other pupil wishing to participate in the activity 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

## 3. Voluntary Contributions

The Roundhill Academy governing body can confirm that it will ask for voluntary contributions for the benefit of the school or school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or Principal will make this clear to parents from the outset. They must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no student will be excluded from an activity simply because his/her parents are unwilling or unable to pay. Should insufficient voluntary contributions be raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. The Roundhill Academy will ensure that this is made clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. The Roundhill Academy will make it clear to parents at the outset what the policy is for allocating places on school visits.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

#### **4. Music Tuition**

The Roundhill Academy governing body recognises The Charges for Music (England) Regulations 2007, which sets out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups.

Charges may now be made for vocal or instrument tuition either individually, or to groups of any size, provided that the tuition is provided at the request of the student's parents. Charges may not exceed the cost of the provision, including the cost of the staff who provides the tuition.

The regulations make it clear that charging may **not** be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to Key Stage 2 Instrumental & Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

#### **5. Transport**

The Roundhill Academy governing body **will not** charge for:

- transporting registered pupils to or from the school premises where the local education authority has a statutory obligation to provide transport.
- transporting registered pupils to other premises where the governing body has arranged for pupils to be educated.
- transport that enables pupils to meet an examination requirement when he/she has been prepared for that examination by the school.
- transport provided in connection with an educational visit.

#### **6. Residential Visits**

The Roundhill Academy governing body **will not** charge for:

- education provided on any visit that takes place during school hours.
- education provided on any visit that takes place outside of 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. or part of religious education.
- supply teachers to cover those teachers who are absent from school accompanying students on a residential visit.

The Roundhill Academy governing body **will** charge for:

- board and lodging and the charge must not exceed the actual cost.

## **7. Charges and Remissions**

The governing body of The Roundhill Academy can confirm that charges will be levied in accordance with this policy as noted in Section 1- Education, Section 2 – Optional Extras, Section 3 – Voluntary Contributions, Section 4 – Music Tuition and Section 5 – Transport and Section 6 – Residential Visits.

In the calculation of charges for trips and visits, account will be taken of whether the activity will require a timetable collapse situation, where teaching staff not involved in the activity will be utilised in place of those who are.

Charges will be calculated for trips and activities, allowing for a 10% fall out rate in attendees, this is to ensure that the activity proceeds without external assistance, in the event that students elect not to take part having already secured a place.

Should it be the case that at the end of any trip or activity a positive cash balance remains, refunds will be provided to parents should the amount equate to £5 or greater for each student. Should the amount be less than £5, the funds will be transferred to The Governors Fund.

Remissions will be provided to parents in the following circumstances:

- Looked after Children will have all school activities paid for them by The Pupil Premium.
- parents of students in receipt of free school meals shall have the cost of any trip, visit or activity subsidised by a % (target 50%) from The Pupil Premium.
- parents who are in receipt of any other benefit (Income Support, Jobseekers Allowance, Family or Childrens Tax Credits) will have the cost of any trip, visit or activity subsidised by a % (target 25%) from The Governors Fund.
- assistance from The Governors Fund is also available to any other parent for any other reason. Parents are requested to contact the school on an individual basis. All requests for assistance are treated in the strictest confidence.

## **8. Education partly during school hours**

Where an activity takes place partly during and partly outside of school hours, there is a basis for determining whether it is deemed to take place inside or outside of school hours. However, a charge will only be made for an activity outside of school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

## **9. Non-residential activities**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but does not end until late in the evening.

## **10. Residential visits**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some of the activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

## **11. Community facilities**

The Roundhill Academy governing body agrees that it **will** charge for the use of school facilities by the local community. Details of these facilities, along with charges to be applied are attached as Appendix A.

## Appendix A



### Facilities Price List 2017 - 18

Facility	Hire Rates
<b>MAIN FUNCTION HALL</b> <i>£100 corkage fee applies to all hires where alcohol consumed on premises</i>	£60 per hour
<b>MAIN FUNCTION HALL AND KITCHEN</b> Includes Catering Supervisor <i>£100 corkage fee applies to all hires where alcohol consumed on premises</i>	£100 per hour  Sanitising fee of £25 for heating/serving and £50 for preparation/cooking
<b>SPORTS HALL</b> Includes changing & shower facilities	£20 per hour
<b>SWIMMING POOL</b> Includes changing & shower facilities	£35 per hour
<b>SENIOR FOOTBALL MATCH</b> Includes changing & shower facilities	£35 per match
<b>JUNIOR FOOTBALL MATCH</b> Includes changing & shower facilities	£20 per match
<b>GENERAL FIELD HIRE</b> Changing or toilet facilities by request price on application	e.g. Half a football pitch for training - £10 per hour Large scale use for community functions - £25 per hour A deposit may be required for larger events
<b>MAIN HALL</b> Community use	£15 per hour
<b>CLASSROOM/ DRAMA STUDIO</b>	£10 per hour
<b>COMMUNITY WING</b> Includes catering facilities and toilets	£15 per hour