

Honeybourne Primary Academy



Turning Potential
into Success

CHARGING POLICY

Co-Ordinator	E Huntington
Reviewed	Mar 20
Review Date	Mar 21
Governor Link	Full Governing Body

This policy follows the most recent legislation and guidelines issued by the DfE and the Local Authority.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

Voluntary Contributions

Head teachers or governing bodies 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 and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and the budget does not allow, then it may be cancelled.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

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 these charges:

- 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 does not exceed £
- Guaranteed State Pension Credit

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education. (See recent guidance on charging and remissions from DfE-May 09)

Instrumental Music Lessons

A charge may be made for instrumental music tuition.

Public Examinations

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents in exceptional circumstances.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

Exceptional Circumstances

Where the school can, it will support families on a low income or in an exceptionally difficult situation. The school will also support trips by subsidizing the cost of transport via fund raising events, such as a cake sale. The Friends of Honeybourne association has agreed to pay £100 per class towards travel costs of trips out.