



## **Winterton Junior School Charging and Remissions Policy for School Activities at Winterton Junior School**

### **CHARGING FOR SCHOOL ACTIVITIES - LA adopted Policy with additional information.**

#### **Introduction**

The aim of this policy is to set out what charges should be charged for school activities, what remissions could be implemented and the circumstances under which voluntary contributions can be requested from parents.

The governing body of Winterton Junior School is responsible for determining the content of the policy and the head teacher for its implementation. Any decisions with respect to individual parents will be considered jointly by the head teacher and governing body.

The governing body should make all users aware of local safeguarding procedures, especially when the school is being let during the normal school day.

The governing body must ensure that all site users have their own safeguarding procedures in place and all staff are aware of their content. Safeguarding procedures should be equivalent to those adopted by the Local Safeguarding Children's Board (LSCB) within North Lincolnshire.

#### **Education**

##### **Schools cannot charge for:**

- 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 or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as 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.

##### **Schools can charge for:**

- Any materials, books, instruments, or equipment, where the child's parent wishes him to own them.
- Optional Extras. (See section below)
- Music Tuition, in limited circumstances.

#### **Voluntary Contributions**

Nothing in legislation prevents a school from asking for voluntary contributions to benefit the school or any school activities. If the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher should also make it clear to parents that there is no obligation to make any contribution. It is also important to note that no child should be excluded from an activity simply because his parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a trip, then it will have to be cancelled.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

Voluntary contributions will be used to:

- To cover the cost of admissions.
- To cover the cost of Theatre/Tickets.
- To cover the cost of visits and or visitors to the school providing, for example, a workshop.

### **Optional Extras**

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made. For example: providing materials, books, instruments, or equipment.

#### **Optional extras are:**

- Education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of religious education.
- Transport that is not required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential trip.
- Any materials, books, instruments, or equipment provided in connection with the optional extra.
- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils may not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It may not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore 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 pupils on a residential trip. The charge cannot exceed the actual cost of providing the optional extra or the board and lodging.

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.

Schools can charge for board and lodging, but the charge must not exceed the actual cost. When a school informs parents about a forthcoming trip, they should make it clear that parents who can prove they are in receipt of the following benefits may be exempt from paying the cost of board and lodging:

- 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 £14,155 (as of October 2007);
- Guaranteed State Pension Credit.

A similar entitlement to concessions 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. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school trips will be.

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument, for either an individual pupil or groups of up to four, provided that the teaching is not an essential part of either the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school.

The costs, or a proportion of the costs, for providing teaching staff for tuition in playing a musical instrument outside school hours can be charged, if the tuition is not part of the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school. This is a permitted optional extra. Pupil Premium Grant may be used in exceptional circumstances if it thought that money is a barrier to access Music Tuition.

### **Transport**

#### **Schools cannot 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 or local education authority has arranged for pupils to be educated.
- Transport provided in connection with an educational trip.

#### **Schools can charge for:**

- Any other transport. This is a permitted optional extra.

### **Education partly inside or outside of school hours**

A charge can be made for an activity if it is not part of the National Curriculum and not part of religious education.

#### **Charges for Extended Activities**

- Charges are made for optional, extra activities provided outside of the school day, eg: football club, theatre visit etc.
- Charges are also made for extended activities provided in or around the school by, or on behalf of the governing body.

These fall under the following three broad categories:

- **Educational activities:** Activities organised or commissioned by schools for the benefit of their own pupils such as study support and other enrichment activities (e.g. additional language tuition, music practice, chess club etc.)
- **Non-educational activities:** Extra-curricular activities organised by schools such as the provision of childcare for school staff or recreational activities for school pupils.
- **Community programmes:** Activities organised for the benefit of the wider community, often run with or by external groups (e.g. pre-school childcare, sport, performing arts, adult education).

**Charges are made for renting or leasing part of the school premises or use of school equipment.**

A schedule of charges for individual activities currently provided on or around the school site is available on request.

The governing body has decided that charges will be reduced for some activities in the following circumstances:

- In the event of having an Out of School Club, they will be charged a single fee per annum as agreed with the Managers and Headteacher on the annual review of premises costings for lettings.
- Parents on benefits, as above, for residential visits.
- Reduced cost by 25% for after school activities for those on benefits. (as above)

The school's published schedule of charges identifies the activities to which reduced rates of charging apply.

**Appendix 1** will list the current activities offered by Winterton Junior School under the core offer for extended provision, as and when they occur. (This will be updated on an annual basis).

In implementing this policy, the school and governing body should have due regard to the correct recording of income and expenditure against the delegated budget or against community focused extended school codes in accordance with the Consistent Finance Reporting (CFR) guidance issued by the local authority to schools in September 2007 (Appendix 2).

*Policy reviewed by Cathy Logan & Cheryl Baxter: Autumn 2017*

*Policy review accepted by Staff: Autumn 2017*

*Policy review approved by Governors: Autumn 2017*

*Policy review date: Autumn 2020*

## **Appendix 1**

### **SCHEDULE OF OUT OF Cost of After SCHOOL ACTIVITIES**

#### **Premises Costs**

The school will charge out of school clubs a percentage of premises costs (eg; heat, light, cleaning & caretaking). Code expenditure to D---CX 3102, 3301 (E32).

Should Winterton Juniors allow access to an Out of School Club, it will be charged a single fee per annum as agreed with the Managers and Finance Committee on the annual review of premises costings for lettings.

In addition, the school will pay a remuneration fee to the Out of School club for additional pupils designated by the school for emergency placements and or for cover for siblings when parents are in meetings in school. This will be agreed with the Managers and Finance Committee.

#### **Extended school – After school clubs / Community Use**

Clubs run by the school will be charged at the following rate from February 2011: £2.00 per session, unless there are no additional costs.

Any other clubs will be rated according to the number of places available and the cost of the coach/teacher and or resources/materials required.

Coaches and Instructors who provide a service as an afterschool activity may wish to charge the parents directly.

Coaches and teachers providing an Extended Service to the community eg Dance, Yoga, ICT will be charged a letting fee according to the schools calculation of base line premises cost with reference to Appendix 5 of the LA guidance.

As of January 2011, this will be £4 per hour for the use of the premises plus on costs for cleaning and security of premises.

**Extract from guidance supplied by North Lincolnshire Council's Schools Finance Team September 2007**

**EXTENDED SCHOOLS**

**Community Focused Activities.**

Income and expenditure for community focused activity needs to be identified separately e.g. against the new Community Focused Extended School cost centre

D---CX so that it can be recorded against the CFR codes (E31,E32, I16 & I17).

Spend on pupil focused activity can remain with the school codes.

**Example**

A school operates after school childcare. The estimated annual costs are:

	£	Charge to	CFACS Code
TA's direct cost	15,000	E31	D---CX 1731
Admin Recharge	2,000	E31	D---CX 1651
Materials	1,500	E32	D---CX 5004
Premises	500	E32	D---CX 3390
Fees	19,000	I17	D---CX 9110
NET	0		

If fees are not enough to cover the costs the school could use part of the SSG to fund this e.g.

	£	Charge to	CFACS Code
TA's direct cost	15,000	E31	D---CX 1731
Admin Recharge	2,000	E31	D---CX 1651
Materials	1,500	E32	D---CX 5004
Premises Costs	500	E32	D---CX 3390
Fees	17,000	I17	D---CX 9110
NET	2000		
Deficit funded by:			
SSG	2000	I16	D---CX 9801

To action this a virement is needed (which could be from reserves) into 9002.

## Examples of types of Extended Schools Activity

<b>Pupil Focused</b>	<b>Community Focused</b>
Term time breakfast club	Holiday play scheme
After school study support* e.g. sports/ chess	Adult fitness classes
Term time Drop In Centre e.g. health / social workers	Childcare
Language classes for parents where English is not their first language	
Parenting classes	

\* This can be anything that brings an educational benefit to the pupils

### *Example of Childcare as a Community Focused Extended Schools activity*

#### **Income**

School receives Sure Start Grant for an after schools club. This is a childcare facility.

Code grant to D---CX 9801 (I16)

The club charges parents £2.50 per hour for each child in the after schools club

Code fees to D---CX 9110 (I17)

The club charges parents £2.00 for 'tea' for each child in the club after 4.30pm

Code income to D---CX 9110 (I17)

#### **Expenditure**

School employs play workers to staff the after school club.

Code expenditure to D---CX 1731/2/3 (E31)

School charges 10% of the school finance officers time to the after school club (for maintaining records)

Code expenditure to D---CX 1651/2/3 (E31)

School charges 5% of the head teachers time to the after school club (for management)

Code expenditure to D---CX 0101/2/4 (E31)

The club purchases play equipment etc., for after schools club.

Code expenditure to D---CX 5001 (E32).

The club purchases food/drink on a daily basis for the pupils in the after schools club.

Code expenditure to D---CX 5201 (E32).

The school charge the after school club a percentage of premises costs (heat, light, cleaning & caretaking)

Code expenditure to D---CX 3102, 3301 (E32).

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Further useful guidance can be found in the DCSF recently updated publication available on CD ROM ‘A Guide to the Law for School Governors’, in particular, chapter 22 ‘ Extended Schools and chapter 23 ‘Charging for School Activities’.

If you have any specific queries on this change of accounting procedure please do not hesitate to contact me or email us on [schoolsfinanceteam@northlincs.gov.uk](mailto:schoolsfinanceteam@northlincs.gov.uk).

Andrew Holmes  
Finance Officer (Schools)

### APPENDIX 3

#### Guidance for Charges for Community Use of School Premises and Facilities

Schools and other providers may identify different levels of charges depending on the nature of the activity being provided. Listed below are 5 possible levels of charging:

- *Commercial charges:* Aims to cover the cost of providing a service and make a surplus.
- *Full Cost Recovery:* Aims to recover the costs of providing this service from those who use it.
- *Subsidised:* Users of the service make a contribution to the costs of providing it.
- *Free:* The service is made available at no charge to meet a service objective.
- *Statutory:* Charges are determined in line with legal requirements.

The table below provides examples of how a differentiated charging structure could be applied to various activities.

<b>Charging Level</b>	<b>Description</b>	<b>Activity Types – Some Examples</b>
Commercial charges	Aims to cover the cost of providing a service and make a surplus	<ul style="list-style-type: none"> <li>• Letting part of the school to a commercial company as a venue</li> <li>• Commercial car boot sale</li> <li>• Use of parking facilities</li> </ul>
Full Cost Recovery	Aims to recover the costs of providing this service from those who use it	<ul style="list-style-type: none"> <li>• Non-educational trips and activities</li> <li>• Community activities</li> <li>• Use of the school for adult education (although fees for use may be subsidised by the provider, or through grants)</li> </ul>

Subsidised	Users of the service make a contribution to the costs of providing it	<ul style="list-style-type: none"> <li>• Educational trips and extended activities (the subsidy may be for all users, or only for those on limited means)</li> </ul>
Free	The service is made available at no charge to meet a service objective	<ul style="list-style-type: none"> <li>• Study support</li> </ul>
Statutory	Charges are determined in line with legal requirements	<ul style="list-style-type: none"> <li>• Use of school premises for elections or for official meetings of Parish or Parochial Church Councils</li> </ul>