



## **PATERNOSTER SCHOOL POLICY ON CHARGING AND REMISSION OF CHARGES FOR SCHOOL ACTIVITIES**

### **Introduction**

This policy is based on “Guidance for Charging for School Activities” produced by the Pupil Support Team, Department for Education and Skills in January 2005. This in turn is based on the 1996 Education Act (sections 449 to 462).

### **Aims**

The aims of this policy are:

- To make clear the regulations re charging and remission of charges.
- To ensure a fair and equitable approach to charging for all pupils.
- To ensure a fair and equitable approach to remission of charges for those pupils who are entitled to it.
- To enable Paternoster School to provide extra-curricular and enrichment activities for all pupils.
- To establish clear guidance re asking parents for voluntary contributions.

### **Implementation**

Paternoster School (as per the Education Act 1996) will not charge for:

- Education provided during school hours or for education outside school hours, which is part of the National Curriculum programmes of study.
- The cost of accreditation schemes at Key Stage 4.
- The cost of supply teachers or teaching assistants, who are covering for staff away on a residential visit.
- Extra costs to subsidise pupils who are not able to pay their share of the costs of an educational or residential visit.
- Providing supervision of pupils who opt out of an “optional extra” activity.
- Transporting pupils to another school or college for the purpose of inclusion.
- Any journey in the school minibus (excluding Extended Services – see separate policy).

Paternoster School is entitled to charge for:

- “Optional extras”, such as transport to or specialist staff for an extra-curricular or enrichment activity.
- Board and lodging for a residential visit.
- Extended Services – see separate policy

Paternoster School is entitled to request voluntary contributions for:

- Enrichment activities (but not education), which take place at school, during the school day. (E.g. an art workshop, tennis coaching).
- Regular activities (but not education), which take place outside school, during school hours. (E.g. RDA, swimming).

- Educational visits (but not education), which take place outside school, during school hours. (E.g. museum visits).
- Educational visits (but not education), which take place beyond the length of the normal school day. (E.g. theatre trips).
- The provision of snacks, ingredients for cooking in class etc.

If insufficient contributions are received, a trip or activity may be cancelled

At the start of each term the teacher will provide details of activities the class will be undertaking that term and the suggested contribution requested from parents. If a family is not able or is unwilling to pay a voluntary contribution, the pupil should not be discriminated against. The educational visit may have to be cancelled if the costs cannot be covered, or application made to a charitable body (E.g. The Friends of Paternoster School) for extra funding. NB. This should be agreed with the SMT beforehand.

Paternoster School is required to provide remission of charges for board and lodging on residential visits (agreed at 50%) for all pupils whose families are in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 for the year
- Guaranteed element of State Pension Credit
- Employment and Support Allowance – Income Related
- Working Tax Credit 'run-on' – they payment received for a further four weeks when qualification for Working Tax Credit ends

Application will need to be made to a charitable body, such as The Friends of Paternoster School, for funding to make up the shortfall. All such applications should be made on the appropriate form, submitted via the SMT.

### **Monitoring, Evaluation and Review**

The Governing Body and Head Teacher will monitor the effectiveness of this policy, with regard to equal opportunities and evaluate it with regard to the financial implications. It will be reviewed each year.

This policy sits alongside the Charging for Extended Services policy.

Reviewed October 2018