

Date of Policy Creation	June 2025
Date of Next Review	June 2026

The School's vision:

"I have come so that you may have life to the full"

Our vision, is rooted in 'I have come that they may have life, and have it to the full' (John 10:10).

We believe that education must equip people of all ages with the skills to maximise their engagement with the world around them and education must develop academic, spiritual, emotional and personal growth.

Rationale

Dacre Braithwaite Primary School is committed to creating a welcoming community of faith, where pupils can learn and flourish together. Each day opens up new opportunities, a fresh start bringing horizons of hope, aspiration and joy. The school is committed to providing a wide range of activities to enhance learning experiences for all pupils. We enrich our curriculum by providing activities that the school could not normally provide, these activities usually incur additional costs. To meet these costs the school will ask for voluntary contributions from children's parents/ carers. It is school policy that all children should be able to participate in educational activities for which parents are asked to make a voluntary contribution. If a school chooses to apply a charge for a particular activity, then it should make information available to parents as to how the charge has been calculated as well as details of support for those on low incomes or in receipt of specific benefits.

Legislation & Statutory Requirements

This policy takes guidance from the DFE Policy – 'Charging for School Activities' which has been recently revised. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the guidance laid out in section 7.5 of the Governor's Handbook.

This Policy will be reviewed on an annual basis and will be adjusted in line with new Government or Local Authority recommendations. It sets out the school's position on charges and remissions.

Responsibilities

The Local Academy Council of Dacre Braithwaite School is responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Local Academy Council.

The Local Academy Council recognise that legislation prohibits charges for the following:

- 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, 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.

- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- 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.

The Local Academy Council recognise that legislation permits charges for the following;

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them i.e. a charge can be made to cover the cost of materials or ingredients required for design or food technology subjects where parents have indicated in advance that they would like their child to bring home the finished product.
- Optional extras (see section below)
- Music and vocal tuition, in limited circumstances (see section below)
- Certain Early Years provision
- Community facilities

Voluntary Contributions and Responsibilities of Staff

A school can request voluntary contributions for the benefit of the school or any school activity.

The Headteacher or Local Academy Council must from the outset, make clear to parents:

- If an activity is reliant upon voluntary contributions and cannot be funded from any other sources.
- That there is no obligation to make a contribution as it is voluntary, not compulsory.
- That the activity will be cancelled if insufficient contributions are received to fund it.
- The school's policy for allocating places on school visits.

A pupil should not be excluded from an activity if his/her parents are unwilling or unable to pay. Parents must not be made to feel pressurised into paying a voluntary contribution and schools should not send colour coded reminder letters or direct debit/standing order mandates when requesting contributions.

Optional Extras

Charges can be made for providing materials, books, instruments or equipment where an optional extra is being provided. Participation in optional extra activity is a matter of parental choice and a willingness to meet the charges. Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made.

Optional extra charges may be made in the following circumstances:

- Education that is not part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for, or part of religious education is provided outside of school time.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Transport, other than that required to take the pupil to school or to other premises where the local authority/governing body has arranged for the pupil to be provided with education.
- Board and lodging for a pupil 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 (including supply teachers).
- 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.

The charge per pupil should not:

- Exceed the actual cost of providing the optional extra divided equally by the number of pupils participating.
- Include any form of subsidy for other pupils wishing to participate, whose parents are unwilling or unable to pay the full charge.
- Include the cost of any alternative provision for other pupils not wishing to participate in the optional extra where a small proportion of the optional extra takes place during school hours.
- Include the costs of supply teachers contracted to cover for teachers who are away from school as they are seen to be providing education during school time, not an optional extra.

Educational Visits

A charge can only be made for the activity outside 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. Parents and carers will be asked to make a voluntary contribution to cover the cost of school visits and visits by theatre groups and workshops. The governors have agreed that if there is a shortfall in voluntary contributions received in order to fund a visit or event, it will be at the discretion of the Headteacher and visit organiser as to whether the visit goes ahead. If a parent or carer makes a request for financial support to enable a pupil to participate in a visit it will be at the discretion of the Headteacher and visit organiser as to whether this is granted. If a parent or carer submits a request for a refund of voluntary contributions, due to pupil illness on the day of the event, this may be refunded fully or in part subject to any costs already incurred. The Local Academy Council may agree that the school budget will finance the difference in cost on these occasions.

Education Partly During School Hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours.

Non-Residential Activity

If at least 50% of the non-residential activity is spent during school hours, then it is deemed to take place during school hours. Travelling time is included when it, too, takes place during school hours. School hours do not include the break in the middle of the day.

For less than 50%, the activity is deemed to take place outside of school hours i.e. where an excursion to a theatre production involves the pupils leaving school an hour before the end of the school day but the activity does not finish until late in the evening.

Example: Pupils are away from noon Wednesday to 9pm Sunday. This counts as 9 half days including 5 school sessions. The 5 school sessions are more than 50% of the number of half days spent on the visit, therefore the visit is deemed to have taken place during school hours.

Residential Visits

If a residential activity takes place largely during the school day charges will be made for travel, board, lodging, materials, equipment, non-teaching costs and entrance fees. If there is a short fall of 5% then it will be at the discretion of the Headteacher and Local Academy Council as to whether the visit goes ahead. Pupils

whose parents or carers are in receipt of the following support payments are entitled to remission of these charges; Pupils 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 charges for board and lodging costs during residential school trips.

Section 200 of the Education Act 2002 outlines the eligibility to entitlement for board and lodging costs for residential visits. When a school informs parents about a forthcoming trip, they should make it clear that parents who can prove that they are in receipt of certain benefits will be exempt from paying the cost of board and lodging: The current criteria is the same as for Free School Meals:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Music Tuition

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided, either individually or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff that provides the tuition.

Charges may not be made where the teaching is either an essential part of the national curriculum or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

Charges may not be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

Transport

Schools cannot charge for:

- Transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or Local Authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

Residential Visits

Schools cannot charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit. Schools can charge for board and lodging but the charge must not exceed the actual cost.
- Schools can charge for board and lodging but the charge must not exceed the actual cost.

Extended Schools

Dacre Braithwaite Primary School provides a term time only Breakfast Club for 4-11 year olds at the school. Parents will be charged for use of the service and the session times and charges are as follows:

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| • Full morning session including snack | 8 am until start of school | £3.00 |
| • Extra early start | 7.45am until start of school | £4.50 |

Sports Education and other activities outside of school hours

Parents and carers will be charged for activities outside school hours when these activities are not a necessary part of the curriculum to cover costs. Charges made will not result in profit or a net surplus.

Free School Meals

For information on free school meals where applicable, please see the Administrator or refer to the school website <https://www.dacrebraithwaite.n-yorks.sch.uk/useful-documents>.

Miscellaneous Charges (other than for pupils)

	A4	A3
B/W	10p	20p
Colour	25p	50p
Laminating	50p	£1.00
Coloured Paper	10p	20p
White Card	20p	40p

Value Added Tax - The Governors are constrained by law to apply value added tax to all transactions where appropriate.