



# Boscastle Community Primary School

## Charging Policy

**Approved by:** Governing Body

**Last reviewed on:** 11 November 2024

**Next review due by:** Autumn 25

The purpose of this guide is to set out the policy of Boscastle School on charging for various school activities. This policy is drawn up in accordance with the requirements of sections 449 to 462 of the Education Act, 1996 as amended by section 200 of the Education Act 2002.

There are four principles underlying the provisions on charging:

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. That schools have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the schools, whether during or outside school hours.

#### **Optional visits wholly or mainly outside school hours**

Optional trips wholly or mainly outside school hours will be charged at full cost. The cost could include travel, insurance, admission charges, meals and, if desired, a sum of money to enable some pupils to go on the visit without payment, or to cover teachers' travel costs, where a separate contract is issued.

#### **Visits wholly or mainly during school hours**

It is the intention of Boscastle School to invite voluntary contributions toward the cost of visits which take place wholly or mainly during school hours. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs. No child may be excluded from such a trip because the parents are unable or unwilling to pay a voluntary contribution, however unless most parents were prepared to make a contribution the school may have to cancel the activity. Voluntary contributions will, in all circumstances, be invited through individual letters to parents.

#### **Board and lodging charges on residential visits**

The school will charge the full cost of board and lodging on residential visits. Where the parents are in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,190), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit, the board and lodging charges must be remitted, and this cost will have to be met from within the school's funds i.e., for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities).

The costs of transport, insurance, admission charges, etc. incurred during residential trips may not, however, be charged, although voluntary contributions may, of course, be requested and could become a necessary prerequisite for the visit taking place. (Specimen letter attached as Appendix 1)

**Individual tuition in the playing of a musical instrument**

Where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge will be made to pupils concerned.

**Charges for breakages and fines**

The schools will cover accidental breakages of school property. Deliberate or willful acts which result in breakage or damage to school property will be charged for at a rate appropriate to replacement costs.

**Charges for ingredients, materials and equipment**

The schools may invite voluntary contributions towards the cost of ingredients, materials and equipments where parents have expressed the wish to have the finished product.

**Recovery of unpaid charges**

Sums payable by parents for optional extras to which they had agreed are recoverable as civil debts.

**Appendix 1 - Sample Letter**

**Proposed Visit to.....**

I am writing to let you know that we are planning a school visit which your son/daughter may be involved in. The visit is to (insert destination) and will take place on/between (insert dates). The estimated cost for each child is £ (insert cost) and this includes the cost of travel/board and lodgings/admission charges.

Section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002 permits the school to make a charge only for the board and lodgings costs for this visit unless you receive one of these benefits: income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,190), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit. Should you receive one of these, you may not have to pay the board and lodgings charge and this can be checked after you complete and return the attached tear-off slip.

As the school does not have the funds to cover the costs of travel/admission charges, I must ask **all** parents to make a voluntary contribution to cover these costs. Should all the other parents of pupils wishing to go on the visit be willing to cover the costs involved, including voluntary contributions where appropriate, I will be writing to you again with a request for your contribution before making firm arrangements. Without this financial support, I regret that the visit will not take place.

I would be grateful if you could complete the tear-off slip and return it to the school as soon as possible.

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Please return to (teacher/headteacher) by (insert date).

Name of Pupil..... Class/Form/Tutor Group.....

Proposed Visit to.....

I am willing/not willing\* to pay in advance the board and lodgings charge of £ (insert amount) for the above visit.

I am/am not\* eligible for remission of the board and lodgings charge.

I am willing/not willing\* to make a voluntary contribution of £..... to cover the travel/admission costs involved.

Signed .....

\*Delete as appropriate.