



Hinde House
3 -16
School

Charging
Policy

Information for
Parent/Carers

September
2011



Hinde House 3-16 School Charging Policy



In conformity with the requirements Education Act 1996, it is the policy of the Hinde House 3-16 School Governing Body that;

Hinde House 3-16 School will not charge for:-

- education provided during school hours (including the supply of any books, materials, equipment, 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 student is being prepared for at the school, or as part of religious education;
- tuition for students 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 student is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the school;
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

However, if a student fails, without good reason, to meet any examination requirement for a syllabus, the fee will be charged through the raising of an invoice to the student's parent/carers.

Hinde House 3-16 School will charge for:

- any materials, books, instruments, or equipment, where the child's parent/carer wishes him/her to own them;
- Where an 'optional extra' is being provided, a charge may be made for providing materials, books, instruments, or equipment;
- The proportionate cost for an individual child, of activities wholly or mainly outside school hours ('optional extras') to meet the costs for
 1. travel
 2. materials and equipment
 3. non teaching staff costs
 4. entrance fees
 5. insurance costs
- Damage caused to Hinde House 3-16 School premises or equipment, through misuse or wilful damage by an identified student.

‘Optional Extras’ are:

- education provided outside of school time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s), if the registered student has not been prepared for the examination(s) at the school;
- transport that is not required to take the student to school, or to other premises where the Local Authority/governing body have arranged for the student to be provided with education;
- board and lodging for a student on a residential trip;
- any materials, books, instruments, or equipment provided in connection with the optional extra.
- non-teaching staff or 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.

The charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.

- The charge will not 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 parent/carer choice and a willingness to meet the charges.
- **Parental/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.**

Voluntary Contributions

Hinde House 3-16 School may ask for voluntary contributions to benefit the school or any school activities.

- If the activity cannot be funded without voluntary contributions, the governing body or Principal will make this clear to parent/carers at the outset.
- The governing body or Principal will also make it clear to parent/carers that there is no obligation to make any contribution.
- No registered pupil at the school will be excluded from an activity or treated differently according to whether or not their parents/carers have made any contribution in response to the request.
- **If insufficient voluntary contributions are raised to fund a trip, then it must be cancelled.**

Residential Trips

Hinde House 3-16 School will not charge for:

- 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 student 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 students on a residential trip.

Hinde House 3-16 School will charge for:

- board and lodging, but the charge will not exceed the actual cost.

When Hinde House 3-16 School informs parent/carers about a forthcoming trip, we will inform parent/carers that if they can prove they are in receipt of the following benefits they will be exempt from paying the cost of board and lodging:

- Income Support.
- Income Based Jobseekers Allowance.
- An income-related employment and support allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, but not receiving Working Tax Credit, and your annual income does not exceed £16,190 (financial year 2011/12)
- The guarantee element of State Pension Credit.
- Parents receiving Working Tax Credit for four weeks after their employment finishes are entitled to free school meals during that period. This also applies to parents who start working less than 16 hours per week.

The above list is the same as for free school lunch eligibility. Children who are in receipt of the above support payments will in addition to free school lunch entitlement also be eligible for free board and lodgings during residential school trips.

Where the school intends to undertake an activity where a charge for board and lodging will be made, the Principal/Head of Secondary /Primary Phase will advise all parents that anyone in receipt of the above payments is entitled to claim free board and lodging for the visit.

Parents who are in receipt of the support payments will be invited to make a voluntary contribution.

If a parent/carer is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

Hinde House 3-16 School will make it clear to parent/carers at the outset what their policy for allocating places on school trips will be.

Music Tuition

Charges may be made for tuition in playing a musical instrument,

- for either an individual student
- 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 student 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 may be charged, if the tuition is not part of the National Curriculum, or part of a public examination syllabus that the student is being prepared for at the school. This is a permitted optional extra.

School Premises and Equipment

Damage caused to Hinde House 3-16 School premises or equipment, through misuse or wilful damage by an identified student will result in the parent/carer being invoiced for the cost of repair or replacement.

Transport

Hinde House 3-16 School will not charge for:

- transporting registered students to or from the school premises, where the Local Authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or Local Authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Hinde House 3-16 may charge for:

- any other transport as a permitted optional extra.