

Person Responsible:	C Mushonga (Financial Controller), ratified by B. Elkins (Headteacher)
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Gretton School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in Gretton School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#) considers a 'parent' to include:

- all biological parents, whether they are married or not*
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative*
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person*

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- *HR and Employment Law*
- *Health & Safety Guidance*
- *DBS Check processing*
- *Mandatory Safeguarding, Health & Safety, and other relevant training*
- *Data protection and GDPR guidance*
- *Specialist insurance cover*

Where this policy refers to ‘employees’, the term refers to any individual that is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Gretton School.

The policy documents of Gretton School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

1 INTRODUCTION

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family’s financial means. This policy sets out the school’s approach to charging and remissions, and is informed by local authority guidance. In doing this, our aim is to have robust, clear processes in place for charging and remissions and ensure all children are able to access all the provisions on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises, ie holiday club.

2 EDUCATION

No charge is made to parents or carers for:

- education provided during school hours (including the supply of any materials, books and learning resources);

- education provided outside school hours if it is part of the National Curriculum¹, 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; and

Charges may be made for:

- any materials, books, instruments, or equipment, where the child's parent/carer wishes them to own them outside of that which the school provides;
- contribution to trips or visits outside of the National Curriculum where learners might enjoy refreshment or a meal with others
- music and vocal tuition for private Music examinations
- optional extras (see below);

3 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.

Optional extras are:

- education provided outside of school time that is not:
 - a) part of the National Curriculum, such as Duke of Edinburgh activities;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential trip

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;

¹ It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfill requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

- 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; and
- 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 an individual pupil will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers 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 will not 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 visit.

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 and parents will receive communication about this prior to any financial commitment being made by the school in order to determine whether it is financially viable.

4 VOLUNTARY CONTRIBUTIONS

Voluntary contributions for the benefit of any school activities may sometimes be asked for. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents/carers at the outset. There is no obligation to make any voluntary contribution.

All voluntary contributions must be made by deposit into Gretton School's bank account. In line with Gretton School's Cash Policy, no cash is to be paid to any member of staff in respect of voluntary contributions.

Details of Gretton School's bank account are available on request from the Finance Department using the following contact details:

finance@grettonschool.com

01223 277438 (option 4)

It is important to note that no child will be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it may need to be cancelled. If a parent/carer is unwilling or unable to pay, their child would still be given an equal chance to go on the visit, provided the trip was financially viable overall.

When making requests for voluntary contributions to the school funds, parents/carers will not be pressured into paying as it is voluntary and **not compulsory**. Gretton School will avoid sending colour-coded letters to parents/carers as a reminder to make payments into the school or maintenance funds. Direct debit or standing order mandates will not be sent to parents/carers when requesting contributions.

5 RESIDENTIAL VISITS

No charge will be made for:

- education provided on any visit that takes place during school hours; (if it is residential then it will not take place in 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; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Charges may be made for:

- board and lodging or refreshment and meals; the charge will not exceed the actual cost.
- Spending money for children if they wish to have such.

When we inform parents/carers about a forthcoming visit, we will make it clear that parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging (need to be explicit about whilst on residential activity):

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 £19,995 (Tax Year 2024/25);
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on or after 27 October 2008.

6 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 now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Guidance about these changes to the charging regulations can be viewed at:

<https://www.gov.uk/government/publications/charging-for-school-activities>

Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Charges cannot be made if the teaching is an essential part of the national curriculum or for a pupil who is looked after by the local authority.

7 TRANSPORT

No charge will be made for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport, although contributions are likely to apply for post-16 transport provision by the individual local education authorities;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Guidance on school travel is available.

8 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. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening. 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.

9 NON BOARDING ACTIVITIES

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

10 DAMAGE TO PROPERTY

The school may reserve the right to ask the parents of pupils whose behaviour causes damage to contribute to the cost of repairs or of replacing defaced, damaged or lost property. It may also be the case that learners are required to sacrifice some of their merits in order to make some repairs to damage caused.

10 THE LAW

Education Act 1996: sections 449 – 462 (May 2018)
Charging for School Activities (May 2018)