

BOURNE COMMUNITY COLLEGE



Aspiration, Innovation, Motivation

CHARGING FOR SCHOOL ACTIVITIES POLICY

September 2019

Next review July 2020



Our Mission:

*To ensure every student develops their potential to flourish and be successful
To have high expectations of all staff and students
To respect those in our community locally, nationally and internationally*

Our Vision:

To be an outstanding school and the Learning Hub for the locality

Our Core Values:

Aspiration: *To maintain a focus on all students having high aspirations for the future for themselves and others*

Innovation: *To encourage all students to be innovative through being curious, being future orientated and building on opportunities available to them*

Motivation: *To increase motivation by linking activities in lessons and through opportunities available with preparation for life post-16*

Purpose of the Policy

The purpose of this policy is to provide clear information about charging and voluntary contributions for Bourne Community College activities

The policy covers:

- Activities for which no charge will be made
- Activities for which a charge made be made
- Arrangements for financial support to assist with charges.

EDUCATION DURING SCHOOL HOURS

1. Education provided during school hours must be free. No charge can be made for:
 - admitting pupils to maintained schools
 - materials, books and equipment, including instruments.
 - transport provided in school hours by the Local Authority (LA) or school to carry pupils between school and an activity. 'School hours' are those hours when the school is actually in session and do not include the break in the middle of the school day.
 - 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 for which the pupil is being prepared at the school, or part of religious education.
2. Charges made be made for:
 - Any materials, books, instruments, or equipment, where parents wish their child to own them
 - Optional extras
 - Music and vocal tuition in limited circumstances (see para 10)

EDUCATION PARTLY DURING SCHOOL HOURS

3. Sometimes an activity may occur partly during and partly outside of school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge made be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours).
4. As an example, a long distance trip might involve much travel before and after normal school hours, but if the time spent at the destination fell mainly within school hours, the trip would count as happening in school time and be free of charge.
5. However a trip that involved leaving school an hour or so earlier than usual in the afternoon, but went on until quite late in the evening, would be classified as taking place outside of school time. Charges would then be allowed provided the activity was not part of the National Curriculum, not part of a syllabus for a prescribed public examination for which the pupil was prepared at school and not part of religious education
- 6 Activities organised by the College
It is the Governors' policy that voluntary contributions may be invited from parents towards the cost of activities taking place wholly or mainly during the College day, but that the opportunity to participate will be given to students without reference to parents' willingness or ability to make a voluntary contribution.
- 7 Activities organised by a Third Party

The Governors accept the principle that some activities may be arranged through a third party, in which case charges will be levied directly on parents by the third party. It is their policy to delegate to the Headteacher the responsibility for making the decision about such arrangements, and in each individual case, as to whether students and staff may be released. The Headteacher has the discretion to subsidise the cost of a student's participation in an activity.

ACTIVITIES OUTSIDE COLLEGE HOURS

8. Obligatory Educational Activities

Obligatory educational activities taking place wholly or mainly outside College hours must be free if they fulfil syllabus, examination or National Curriculum statutory requirements. The cost of board and lodging in residential visits may be charged. Assistance will be available (if requested) to parents in receipt of benefit credits. It is the policy of the Governors that it shall be so.

9. Optional Activities Outside College Hours

Participation is voluntary and agreement of parents will be gained in advance. It is the Governors' policy that voluntary contributions from parents able to pay shall be invited, with the proviso that if parents do not respond the activity may be cancelled. The decision with regard to cancellation is delegated to the Headteacher.

MUSICAL INSTRUMENTAL TUITION

10. Drum, Singing and Keyboard lessons are arranged through a third party. In this case the charge is levied directly on parents by the third party. The Head teacher has the discretion to subsidise the cost of the student's tuition where appropriate. Students in receipt of pupil premium funds are eligible free music tuition.

PUBLIC EXAMINATIONS

11. The governing body will enter a student for each examination in a public examination syllabus for which the College has prepared the pupil. This will not apply if the governing body thinks there are educational reasons for not entering the pupil, or if the pupil's parents request in writing that the pupil should not be entered.
12. The LA may not override the governing body's decision on whether to enter a particular student for an examination. If a parent requires an additional entry, where an alternative entry is possible, that second entry may be charged to the parent, and it is the Governors' policy that it should be so charged.
13. If a re-mark is required by a parent following the results of an examination, the costs of the re-mark may be passed on to the parent, and it is the Governors' policy that this should be done.

Voluntary Contributions

14. Although schools cannot charge for school-time activities they can invite parents and others to make voluntary contributions (in cash or kind) to make school funds go further. All requests to parents for voluntary contributions will make it clear that such requests are voluntary. It is Governors policy that the children of parents who do not contribute will be

treated any differently. If an activity cannot take place without some financial help from parents this will be made clear in the planning stage.

15. Where there is insufficient voluntary contributions to allow the activity to run and there is no way to make up the shortfall, the activity must be cancelled. No student will be left out of an activity because his or her parents cannot, or will not make a contribution of any kind. .

DESIGN AND TECHNOLOGY

16. Curriculum area capitation monies are used to supply the materials used by students. However the College reserve the right to charge students for materials not normally used. In the event of any contribution towards the cost of materials being required. The student will be informed of the cost prior to the start of the project.

DAMAGE/LOSS TO PROPERTY

17. In the event of wilful or malicious damage to equipment or breakage, the Headteacher as the representative of the governing body may decide it is appropriate to make a charge. Each incident will be dealt with on its own merit.

REMISSIONS

18. In order to remove financial barriers from disadvantaged pupils, some activities and visits, where charges can legally be applied, will be offered at no charge or a reduced charge in some circumstances. Assistance will be available (if requested) to parents in receipt of benefit credits.

REFUND OF MONIES

19. Cancellation of Activity by the College
 - The college will refund all monies in full, unless the same activity is to be rearranged for another date.
20. Cancellation/Withdrawal of a Student by Parent/Carer non-residential trip (involving a voluntary contribution).
 - The College will offer that individuals place on the activity if possible to other students. If another student fills the place of the withdrawn student, and a voluntary contribution is made which covers the cost incurred, then the money paid will be refunded.
21. Cancellation/Withdrawal of a Student by Parent/Carer non-residential trip involving a compulsory payment/optional extra and voluntary payment
 - No refunds will be given in the event of a parent/carer reversing their consent and financial commitment to any activity.
22. Cancellation/Withdrawal of a Student by a Parent/Carer for a residential trip involving a compulsory payment/optional extra and voluntary payment)
 - In the event of a decision by a parent/carer to reverse their consent and financial commitment to a residential trip no refund will be made unless the school are able to fill that individuals place, with another student.

COMMUNICATION WITH PARENTS

23. Any communications with parents requesting a financial contribution will set out clearly whether charges are to be made or whether any contributions are voluntary.
24. Any request for voluntary contributions will make it plain that there is no obligation to contribute, and that no students will be treated differently if a parent has not contributed. While it will be made clear that the contribution is voluntary. Parents will be informed that an activity may not run if insufficient voluntary contributions are received.
25. Any request for financial help made to the College by a parent unable to bear the costs of any activity will be considered sympathetically and where possible help will be given.