

Frome College Charging Policy

1. Charges for School Activities

The Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

The Act gives Local Authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

As from November 2011 the Governors will operate the following policy on charges and contributions for school activities where such activities involve additional expenditure.

2. Charges

The school will charge in the following circumstances allowed by the Act:

- The provision of music tuition given to pupils as individuals or in groups any size
- Ingredients and materials for Design and Technology and other practical subjects
 - materials will be charged for, or parents will be required to supply these, (where the parents will own the finished product)
 - any materials, books, equipment where the child's parents wishes him to own them
- Activities which take place wholly or mainly outside school hours and which are not a statutory part of the National Curriculum: e.g. outings, visits, cricket coaching.
 - charges will be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.
- Activities which involve pupils in nights away from home:
 - charges will be made for board and lodging. However where the trip takes place wholly, or mainly, during school hours **or** outside of school hours but is a necessary part of the national curriculum **or** forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, then any children 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 these charges: Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190 (2013/2014), The guarantee element of State Pension Credit
- No charges will be made for examination entries except where:
 - the college has not prepared the pupil for the examination.

- the College determines a pupil has failed to complete the requirements of the exam course without a valid reason.
- the pupil requests to re-sit an exam or requests a remark of an exam.

Charges will be for **actual cost**.

3. Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- there is no obligation to contribute
- pupils will not be treated differently according to whether or not their parents have made a contribution
- the proposed activity may not take place unless a substantial majority of parents contribute
- a suggested amount for a contribution to cover costs.

4. Remission

It is the policy of the Governing Body:

- to normally remit charges for school activities to parents in receipt of income support and working family tax credit who had been unable to give a donation
- to look at individual cases where parents have been unable to give a donation
- to agree how to fund shortfalls for activities.

5. Other Charges

Private Photocopying

The Governors have agreed that staff/pupils/members of the community can use the photocopy/print services provided by the College Print Centre. Prices are available from the print centre on request and are updated annually. They are subject to VAT regulations where applicable.

Income from Sales - Non-profit Making

Some goods may be purchased through the school for the convenience of parents, pupils or teachers. The school will not seek to make a profit from these sales. Goods in this category include school clothing, books, art/DT materials etc.

Income from Sales - Profit Making

Some goods may be sold through the school with the intention of making a profit and thus raising money for the school, PTA or other charity. Goods in this category include school photographs, bring and buy items etc., which may be subject to VAT.

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Income from Lettings

The Finance Committee annually review and set charges made for use of school premises. The charges include actual caretaking costs, insurance and a premises charge.

The Finance Committee will endeavour to avoid charging the PTA for its activities in the school.

Refer to Lettings Policy for further details.

6. Responsibilities

Authority for day-to-day management of the policy is delegated to the Principal who will determine the costs of activities other than those set by the Governors.

All staff responsible for collecting income are made aware of the current charge rates and are aware of VAT implications.

The charging rates are reviewed annually by the Governing Body.