

## **A Charging Policy for Overstone Primary School**

Charging policies for all maintained schools are based on Sections 449 – 462 of the Education Act of 1996 and the NCC Charging Policy for School Activities. The charging policy of Overstone Primary is therefore determined by this.

In essence the Education Act of 1996 states that education for pupils including educational visits, the transport to such sites and activities within the school must be offered free of charge if -

- a) The activity takes place substantially (50% or more) within the school hours
- b) If not in school hours, is part of the National Curriculum or the syllabus for a prescribed public examination.

The school is nevertheless allowed to request voluntary contributions from parents. There is no obligation for a parent to make a contribution for the above activities and pupils whose parents do not make a contribution will not be restricted in any way from attending such activities. However, the school does have a limited budget and visits may have to be cancelled if contributions are not sufficient. If a parent does find it difficult to meet the full contribution, this can be discussed confidentially with the Head-teacher.

As determined by the Education Act, the charging policy of Overstone Primary School extends to materials and ingredients for practical activities within school hours. No compulsory charges will be made. However, parents may be asked to contribute on a voluntary basis. The school may also charge for these or require the supply of these materials, if parents have indicated in advance that they wish to have the finished product.

A charge can be made for individual tuition, even within school hours, except where it is part of the syllabus of a prescribed public examination or part of the National Curriculum. The Education Act also allows for a 'third party' to charge parents directly for activities during school hours which are organized by that third party and for which the LA or the Governing Body of Overstone Primary School have given pupils leave of absence.

Charging is permitted for non-residential school trips, visits and activities where the majority of the time spent on the activity (more than 50% of the time, including travelling time) falls outside school hours, provided that the parents agree to their child participating and agree to meet any charges. Any charge made will not exceed the cost of the provision for each pupil.

Charging for residential school trips will be permitted under certain circumstances. If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

The 'board and lodgings' element of a residential trip may also be charged for, irrespective of whether the trip is deemed to be within school hours or not, or whether

the trip is undertaken to fulfil the requirements of the National Curriculum or Religious Education or part of a prescribed syllabus. The school's remission policy provides for the complete remission of board and lodging charges for a pupil whose parents receive FSM and/or Income Support, when the child takes part in a residential visit deemed to be in school hours.

The Governing Body may legally charge for the cost of damage, for instance for a broken window or a lost or defaced text book, reading book or library book, which a pupil has been responsible for.

### **Charging for the Hire of Premises**

All or part of the School premises may be hired for community use which involves the use of the school for other purposes not funded by the school's budget. Activities organised by the Local Education Authority will be covered by the Scheme of Recompense for Directed Community Use, for example Adult Education classes and Music Service activities.

All other private hirers who use the school's premises must sign a standard Application to Hire Education Premises form. These carry a statement of regulations relating to the use of education premises and are available from the school office. The hirer must provide proof of public liability insurance or arrange this through the County Council's insurance section in advance of the booking and upon payment of a premium. (Currently these are £1,000,000 and £10 respectively.)

Private hirers will be charged a rate that at least covers the costs of letting the premises so as to ensure that community use activities are not funded by the school budget. Current rates (as applied from 1<sup>st</sup> April 2007) for the hire of the hall and/or mobile, including other areas of the school as appropriate, are as follows:

- £13 per hour for residents of Overstone village and to parents with children attending the school.
- £15 per hour for all other hirers.
- A minimum charge of £20 will be applied to any one booking. This may be applied at the Head's discretion, to cater for short lettings and/or block bookings from hirers on a regular basis.
- Where a booking is made for a period of at least 2 hours an extra hour may be added at half price. This is to allow for half an hour setting up and half an hour clearing away.
- All of these rates are inclusive of heating and lighting.
- These rates will be subject to annual review by the Governing Body in March and applied from 1<sup>st</sup> April in each year.

JM/HJA

Approved by the Resources Committee on 23<sup>rd</sup> January 2018

Ratified by the Full Governing Body on 6<sup>th</sup> February 2017

Due for Annual Review in January 2019