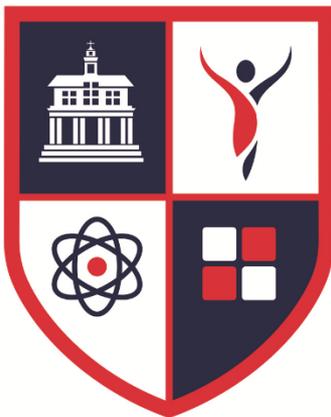


CHILDWALL
SPORTS &
SCIENCE ACADEMY

Charging Policy



CHILDWALL
SPORTS &
SCIENCE ACADEMY

LYDIATE
LEARNING TRUST

Charging Policy

ACTIVITIES FOR WHICH CHARGES ARE PROHIBITED UNDER THE 1996 EDUCATION ACT

1. No charge can be made by the local education authority or a school governing body for the following activities:-
 - 1.1 in connection with the admission of a student;
 - 1.2 for any activity that takes place in school hours (except music tuition where the tuition is provided either individually or to a group of no more than four students, provided that it does not form part of a syllabus or is not provided as part of the national curriculum);
 - 1.3 for materials, books, instruments or other equipment (excluding clothing) for use in connection with education provided during school hours or education provided out of school hours which is required as part of a syllabus for a prescribed public examination or in order to fulfil statutory requirements relating to the national curriculum or religious education;
 - 1.4 for transport;
 - 1.4.1 between parts of a school's premises; or
 - 1.4.2. between a school and any other place where arrangements have been made for education to be provided for students which is incidental to education provided during school hours e.g. swimming baths; or
 - 1.4.3. out of school hours for the purpose of enabling a student to meet any requirements of a syllabus for a prescribed public examination for which he/she has been prepared by the school; or
 - 1.4.4. for the purpose of enabling a student prescribed public examination;
 - 1.5 for ingredients and / or materials required for practical subjects unless parents have indicated in advance that they wish to own the finished product;

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- 1.6 for education provided out of school hours where it is required as part of a syllabus for a prescribed public examination or provided specifically to fulfil statutory duties relating to the national curriculum or religious education;
- 1.7 for entry fees for any first attempt at a prescribed public examination in any syllabus for which the student has been prepared by the school, with the proviso that where the preparation provided by the school would enable a student to take two or more examinations in the same subject, a charge may be made for the student's entry to the second and subsequent examinations.

ACTIVITIES FOR WHICH CHARGES ARE NOT PROHIBITED UNDER 1996 EDUCATION ACT

2. Charges can be made for the following activities:-
 - 2.1 For the costs of any education outside of school hours which does not fall into the categories outlined in 1.6 of this document, with the prior agreement of parents. (i.e. optional extras outside of school time). Such charges, which must not exceed the cost the provision, may include travel, board and lodging, materials, books, equipment, instruments and the cost of any staff engaged for such services;
 - 2.2 for board and lodgings in all cases where a school activity involves students in residing away from home, subject to:
 - 2.2.1. the charges not exceeding the cost of board and lodging; and
 - 2.2.2. with the proviso that where such a trip takes place in school hours or where students are required to participate because it forms part of the syllabus for a prescribed public examination or in order to fulfil statutory requirements relating to the national curriculum or religious education such charges cannot be made if parents are in receipt of any of the following; Universal Credit in prescribed circumstances; Income Support; Income Based Jobseekers Allowance; 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 £16,190 (financial year 2013/14); the guarantee element of State Pension Credit' an income related employment and support allowance that was introduced on 27 October 2008.
 - 2.3 for the examination fees for students' entry, with their parents' agreement, to prescribed public examinations for which the students have not been prepared at the school;

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- 2.4 for the examination fees for students' entry, with their parents; agreement, to public examinations which are not prescribed examinations, plus, where students have been prepared for such examinations out of school hours, additional charges (which should not exceed the actual costs incurred). These should not include teaching staff costs unless the staff concerned have been specifically engaged under contracts of service for the purpose of preparing students for the examinations;
- 2.5 for the recovery of the examination entry fees that have been paid in respect of a student's entry to any public examination where the student fails, without good reason to complete the examination requirements;
- 2.6 for music tuition where the tuition is provided either individually or in a group of no more than four students whether during or outside of school hours which does not form part of the syllabus for a prescribed public examination or in order to fulfil statutory requirements relating to the national curriculum or religious education, provided prior agreement has been obtained from the students' parents to the charges (which may include the cost of teaching staff);
- 2.7 for ingredients or materials for practical subjects provided that the student's parent has indicated in advance that they wish to own the finished product.

3. SUMMARY

3.1 charges cannot be made for the following:-

3.1.1. admission to the school; (1.1)

3.1.2. any activity taking place during school hours (other than some music tuition); (1.2)

3.1.3. materials, books, instruments required for education; (1.3)

3.1.4. transport, (1.4)

- i) between premises;
- ii) between school and other places where education is provided;
- iii) education provided out of school hours as part of a syllabus and or exam;
- iv) to an examination.

3.1.5. materials/ingredients unless parents wish to own the finished product; (1.5)

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3.1.6. education out of school hours which is part of a syllabus or statutory obligation; (1.6)

3.1.7. entry fees for the first attempt at an examination. (1.7)

3.2 Charges can be made for the following:-

3.2.1. education outside of school hours except paragraph 3.1.6. Above; (2.1)

3.2.2. board and lodging; (2.2)

3.2.3. entry fees for examinations where the student has not been prepared by the school; (2.3)

3.2.4. entry fees for examinations where the student is not sitting a prescribed examination; (2.4)

3.2.5. entry fees for examinations where the student fails to complete certain examination requirements; (2.5)

3.2.6. music tuition if not part of a syllabus or national curriculum; (2.6)

3.2.7. materials/ingredients where parents wish to own the finished product. (2.7)

4. VOLUNTARY CONTRIBUTIONS

School governing body may ask for voluntary contributions for the benefit of the school or any school activities. However if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. It must be made clear to parents that there is no obligation to make any contribution.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

5. SOME DEFINITIONS.

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5.1 **SCHOOL HOURS:** Defined as when school is actually in session (not including lunch break). Any activity is **in school hours** if 50% or more of it (including travelling time) takes place within school hours.

5.2 **RESIDENTIAL ACTIVITY:** Defined as an activity that requires the student to spend one or more nights away from home. In these circumstances these two school sessions are deemed to be i) midnight to noon, and ii) noon to midnight. The activity is thus **in school hours** if the number of sessions is 50% or more of the number of half days involved. (A half day is six or more hours – including travelling time – out of one school session).

E.G.

Wed noon to Sun 9 pm = 9 half days including 5 school sessions = in school activity

Thurs noon to Sun 9 pm = 7 half days including 3 school sessions = out of school activity

5.3 Non Residential Activities Outside of School Hours.

Definition.

Activities, e.g. school trips, which do not form part of a syllabus for a public examination for which a student is being prepared by a school or which does not relate to the national curriculum or religious education.

Charges

Charges should be equivalent to the cost of the activity and should include:-

5.3.1. students travelling expenses;

5.3.2. cost of any refreshments provided by the school for the student;

5.3.3. teaching staff costs (including travelling expenses) where a teacher or instructor is specifically engaged to provide the activity;

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5.3.4. Any other incident expenses such as other staffing costs and costs of materials, books, instruments or other equipment required.

5.4. Residential Activities Outside of School Hours.

Definition

Activities which require students to spend one or more nights away from their normal overnight accommodation, which do not form part of a syllabus for a public examination for which a student is being prepared by a school or which does not relate to the national curriculum or religious education.

Charges

Charges should be equivalent to the cost of the activity and should include:-

5.4.1. students travelling expenses;

5.4.2. cost of board and lodging;

5.4.3. teaching staff costs (including travelling expenses) where a teacher or instructor is specifically engaged to provide the activity;

5.4.4. Any other incident expenses such as other staffing costs and costs of materials, books, instruments or other equipment required.

5.5 Residential Activities during School Hours or Outside of School Hours.

Definition

Activities which require students to spend one or more nights away from their normal overnight accommodation during school hours, our outside of school hours which are related to a public examination for which the student is being prepared by the school, the national curriculum or religious education.

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Charges

Charges should be limited to the cost of board and lodging. No charge should be made for any student whose parents receive Universal Credit in prescribed circumstances; Income Support; Income Based Jobseekers Allowance; 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 £16,190 (financial year 2013/14); the guarantee element of State Pension Credit' an income related employment and support allowance that was introduced on 27 October 2008

5.6 Examination Fees.

5.6.1. Definition.

The fee payable for the entry of any student, with their parent's agreement, to public examinations for which the student has not been prepared by the school, either during or outside of school hours. This includes students who have received private tuition for the relevant examination and students who are re-sitting an examination for which they were originally prepared by the school.

Charges

Charges should be limited to the cost of the examination fee.

5.6.2. Definition.

The fee payable for the entry of any student, with their parent's agreement, to a particular syllabus for a public examination, where the student has been entered by the governing body, of their school, for another public examination in a corresponding syllabus and the same course of study is provided at the school.

Charges.

Charges should be limited to the cost of the examination fee.

5.6.3. Definition.

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The fee that has been paid, or the fee which the LA or school governing body is liable to pay, for entry of a student to a public examination in those cases where the student fails, without good reason, to meet an examination requirement that determines his or her achievements in that examination. This includes failure to sit the final examination or failure to complete the course work.

Charges.

Charges should be limited to the cost of the examination fee.

The whole charge will be remitted if the student is regarded by the LEA or governing body, as appropriate, as having good reason for the failure after taking the following into account;-

5.6.3.1. Personal illness verified by a medical certificate;

5.6.3.2. Parents have not been notified in writing by the Governing Body of the student's entry to the

Examination;

5.6.3.3. On balance and in light of all relevant information, the LEA or Governing Body consider the

reasons given by the student is acceptable.

5.7 Materials and or Ingredients for Practical Subjects.

Definition.

Materials or ingredients required for practical subjects where student's parents have indicated in advance that they wish to own the completed product.

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Charges.

Charges should be the equivalent to the cost of the materials or ingredients

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