



GREAT MISSENDEN C OF E SCHOOL

Charging Policy

EDUCATION DURING SCHOOL HOURS

1. Education provided during school hours is free. This includes materials, equipment, and transport provided in school hours by the Local Education Authority (LEA) or by the school to carry pupils between the school and an activity. "School hours" are those when the school is actually in session, and do not include the break in the middle of the school day.

MUSICAL INSTRUMENT TUITION

2. There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or groups of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

VOLUNTARY CONTRIBUTIONS

3. Although the school do not charge for school-time activities, we invite parents and others to make voluntary contributions (in cash or in kind) to make school funds go further. All requests to parents for voluntary contributions make it clear that the contributions would be voluntary. The governing body also stress that children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall it must be cancelled.

ACTIVITIES NOT RUN BY THE SCHOOL OR LEA

4. When an organisation, acting independently of the school or LEA arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school. However, where an activity is

organised by a third party and is approved by the school, then it will be treated as if it were provided by the school and no charge will be made to the parents, or pupils.

EDUCATION OUTSIDE SCHOOL HOURS

5. Parents may be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or that form part of the school's basic curriculum for religious education.

CHARGING POLICIES

6. If a charge is made for each pupil, this will not exceed the actual cost. If further funds need to be raised, for example, to help in hardship cases, this will be by voluntary contributions or general fund-raising.
7. The charge may include an allowance for the costs of teachers from the school who supervise the activity, but only if those teachers have been formally asked to provide a service on a particular occasion.

EDUCATION PARTLY DURING SCHOOL HOURS

8. Sometimes an activity may happen partly during and partly outside 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 will be made.

RESIDENTIAL ACTIVITIES

9. Special rules apply for residential activities. A trip counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half-days taken up by the activity.
10. For a residential activity, taking place largely during school time, or which meets the requirements of the syllabus for a public examination, or is to do with the National Curriculum or religious education, no charge will be made either for the education or for the cost of travel. However, charges may be made for board and lodging.

PUBLIC EXAMINATIONS

11. No charges will be made for entering pupils for public examinations.

An examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the pupil to take it;
- A pupil fails without good reason to complete the requirements of any public examination where the governing body or LEA originally paid or agreed to pay the entry fee.

IN BRIEF

The Governing Body:

- will not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups of up to four;
- may invite parents and others to make voluntary contributions towards any part of the school's work;
- may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras;
- may charge for board and lodging on residential courses.