



CHARLES DARWIN C.P. SCHOOL

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

All education during school hours is free. We do not charge for any activity undertaken as part of the Curriculum. Schools though are free to raise extra funds through voluntary contributions from parents and others, or through a variety of activities such as renting out school premises or running additional activities that generate income.

All trips and visits will be organised under the direction of the Headteacher and in accordance with the guidelines issued by CWAC and the school Educational Visits Co-ordinator. No school visit will take place without the approval of the Headteacher and Education Visits Co-ordinator. Teachers organising such trips will be responsible to the Headteacher at all times.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents

Responsibilities

The Governing Body is responsible for determining the content of the policy and the Head teachers for implementation. The Headteacher or School Business Manager will consider any determinations with respect to individual parents.

Charging

Residential Trips

A residential visit in school time or mainly school time, which is to provide education directly related to the School's Curriculum, no charge is made for the education. However, charges will be made to cover the costs of board and lodging along with a contribution towards the cost of transport.

Charles Darwin Governing Body have agreed to give a subsidy of 25% of the cost of any Residential visit for Pupil Premium children (those children who have been in receipt of FSM). Children who are currently in receipt of FSM, will only need to make a voluntary contribution towards the transport, the amount will be determined by the Headteacher or School Business Manager

What is a Residential Visit?

An activity 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. Each school day is normally divided into 2 sessions and each 24 hour period divided into 2 half days beginning at noon and midnight. On this basis a term time activity from noon on Wednesday to 9.00 pm on Sunday would last for 9 half days including 5 school sessions and would count as taking place in school time. An activity from noon on Thursday to 9.00 pm on Sunday would count as 7 half days, including 3 school sessions, and would be classified for charging as taking place outside school time. If 50% or more of a half day is spent on a residential activity this should be treated as the whole of that half day spent on the activity.

Music tuition

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 pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the School's Curriculum or a public examination syllabus being followed by the pupil. Children for whom the school receives Pupil Premium funding will not be charged the full amount for such tuition.

Optional Extras

Charges can be made for optional extras, i.e. activities that take place outside the school sessions. The participation of children in these "optional extras" depends solely on the basis of parental choice.

- If sufficient parents do not wish their children to participate in "optional activities", then the proposed activity need not take place.
- Before the optional activity can take place, parents must be asked, in advance, whether they agree to the activity and are willing to pay for it.
- Charges for individuals must not exceed the unit pupil cost of the activity.
- Charges will not include the cost of teachers at this school. Costs for specialised teachers, teaching for the duration of the activity and teachers not employed by the LEA or governors, can be included.

Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the school's Head teacher, in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Outside organisations

i.e. A third party, may charge parents/pupils for activities, visits/services involving pupils from the school within school time. The school would have to be satisfied that any arrangements would secure the safety and welfare of the children.

Extra-Curricular and Before/After School Clubs

Clubs and activities provided by third parties and/or outside of the school day will be chargeable. Children for whom the school receives Pupil Premium funding will be offered such activities at a reduced rate.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the School's Curriculum. We do not ask for a voluntary contribution towards Pool Hire because we are providing lessons as part of the School's Curriculum (see DfE - Charging for school activities - Departmental advice for governing bodies, school leaders, school staff and local authorities – May 2018.) We inform parents when these lessons are to take place.

Lettings

Where an individual school makes its facilities available to outside users, this will be at a charge of at least the cost of providing the facilities. A scale of charges for such activities

is determined annually by the Local Governing Body and forms part of our separate Lettings' policy

Other charges

The Headteacher or Governing Body of an individual school may levy charges for miscellaneous services up to the cost of providing such services, e.g.

Photocopying

DT and Cookery materials where parents have indicated in advance that they wish to own the end product.

If a charge is made for each pupil this should not exceed the actual cost for that pupil. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fundraising or a grant application. Parents have a right to know how each trip is funded. The school provides this information on request.

Remission of Charges

You may qualify if you are a parent, guardian or carer and receive one of the following:
Income Support

- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

In cases of hardship, any parent of pupils can ask for financial assistance (through a Bursary) from all or part of any charges at the discretion of the School Business Manager or Headteacher for all of the following:

- Costs relating to Residential Visits.
- Tuition costs of having individual tuition for a musical instrument in school sessions.
- Activities or trips that take place partially or wholly out of school hours.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the schools invite parents to make a contribution to cover the cost of the trip. All contributions are voluntary. If the school does not receive sufficient voluntary contributions, they may cancel a trip. If a trip goes ahead, it may include

children whose parents have not paid any contribution. We do not treat these children differently from any others. However, no child will be taken on an educational visit without signed consent from the parent or carer with legal responsibility for the child. The intent of the legislation is that no pupil may be left out of an activity because his or her parents or carers cannot or will not make a contribution of any kind.

If a charge is made for each pupil this should not exceed the actual cost for that pupil, (an admin fee can be applied). If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fundraising, pupil premium funding.

Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums;
- Sporting activities which require transport expenses (outside of school hours);
- Outdoor adventure activities;
- Visits to the theatre;
- Musical events;
- Theatre companies visiting school;
- Workshops delivered by visiting companies;

Extended Services

The school operates a breakfast and after school club (Darwin's Den) for all children at the school, which is charged. For further details of the costs of this provision, please visit the school's own website

Approved By Governors May 2021

Reviewed March 2023

CHARLES DARWIN COMMUNITY PRIMARY SCHOOL

Application for a Bursary to Support a Residential Educational Activity

1.	Your name		
2.	Child's Name		Year Group
3.	Details of the activity you are applying for support for		
Please circle the correct response and answer the following questions			
4.	Is the child in Local Authority Care?	Yes <i>[go straight to section 9]</i>	No
5.	Is the child entitled to free school meals?	Yes <i>[go straight to section 9]</i>	No
6.	Are you in receipt of any of the following benefits (please tick)	<ul style="list-style-type: none"> • Income Support • Income Based Jobseekers Allowance • Income-related Employment and Support Allowance • Support under part VI of the Immigration and Asylum Act 1999 • Child Tax Credit but not Working Tax Credit and have an annual income that does not exceed £16,190 • Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit • Universal Credit Yes <i>[go to section 8]</i>	No
7.	Any Other Circumstances	Yes <i>[go to section 8]</i>	No
8.	Please give details of why you need financial support for your child to participate in this activity. Continue overleaf if necessary.		
9.	Date		
10.	I confirm that the information above is accurate. Signature		
For school office use – please delete as appropriate			
9.	Headteacher's Decision: delegated by Governing Body	Bursary approved	
		Bursary declined	
10.	Parent Contribution	£	
	Private Provider Contribution	£	
	School Contribution	£	
	Total Cost	£	
11.	Signed [headteacher]		Date

12.	Notes:	
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LETTINGS

1. Introduction

The Governors regard the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the over-riding aim of the Governors is to support the school in providing the best possible education for its pupils and any letting of the premises will be considered with this in mind.

The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

All users of the building and grounds, whether for school, community or private use must sign our Tenancy Agreement. This includes those using the building without charge (eg music teachers, sports clubs & coaches, forest school), those letting the building for community use on a reduced rate (eg Brownies) and those hiring the building at a commercial rate.

2. Types of Lettings

School related use

Use of the premises for activities such as staff meetings, parents meetings, Governors meetings, and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Also in this group are those individuals/organisations, which provide extra-curricular activities exclusively for pupils of the school, which are deemed by the headteacher to enhance the educational provision of the school. Costs arising from these users are therefore a legitimate charge against the school's delegated budget and a charge will not normally be made to these users. However, the co-operation of these groups will be sought in keeping these costs to a minimum.

Beagle Pre School

Currently, use of the premises is made by Beagle Pre School, which is run independently of the school by Acorns (Geoff Ledger). There is a Transfer of Control Agreement in place and the charge made is reviewed annually and approved by the Finance Committee

Community Use

Lettings by outside, non-school related users, such as local community, public, charitable or similar organisations. The basis for the charge for these users is the scale of charges issued annually by the CWAC. In some

circumstances, the school may wish to recommend an alternative charging structure for agreement by the Governing Body.

School agreement in place for the local Brownies & Rainbows.

Commercial Use

Commercial or private functions such as dance or keep fit classes and non-related parties. The basis for the charge for these users is the scale of charges issued annually by CWAC. In exceptional circumstances, the school may wish to recommend an alternative charging structure for agreement by the Governing Body.

Elections

Candidates in parliamentary and local elections have the right to use schools for public meetings – as long as the school does not have a function of its own booked for the same time. The Returning Officer may use the school premises at any time for an election – European, Parliamentary or local government.

If the election date can be predicted in advance of the school calendar being set for the year, then the school should take Election Day as one of its Inset days. If not, then the governors declare an unavoidable closure – though the teachers are expected to be in school on that day.

Records

The bookings checklist is followed for each booking to ensure that all steps are completed. (see Charles Darwin Office Procedures Manual)

A numbered invoice is issued to all users of school facilities for which a charge is levied. Payment is to be made direct to CWAC and credited to the school's budget. For further details regarding the receipt or recording of income from lettings and VAT, please refer to the Manual of Internal Procedures.

The terms and conditions of the School's Lettings policy are in accordance with the CWAC hiring agreement

The Hirer is required to complete a School Premises Hiring Agreement, to be acceptable to the Headteacher, prior to the use of the school premises

Catering Facilities

If the Hirer wishes to make use of the main school kitchen then they are required to liaise with the school as separate Risk Assessments and agreements will need to be completed.