
ALP CHARGING & REMISSION POLICY

1. Purpose and Aim(s)

This policy sets 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.

The Governing Body of the Ashington Learning Partnership (ALP) aim:

- To make school activities accessible to all pupils regardless of family income;
- To encourage and promote external activities which give added value to the curriculum;
- To implement a process which allows activities to take place at a minimum cost to parents, pupils and the school;
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

2. Charging ([Charging for school activities - GOV.UK \(www.gov.uk\)](http://www.gov.uk))

2.1 Education During School Hours

Governing Bodies, subject to limited exceptions, cannot charge for education provided during school hours for:

- An admission application to any ALP school;
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Early Years education and care during a pupil's 15 or 30 hour entitlement;
- Education provided outside school hours if it is a statutory part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and examination re-sits if the pupil is being prepared for the re-sits at the school.

Schools can charge for:

- Materials, books, instruments, or equipment, where the parent desires their child to own them;
- Optional extras (see below);
- Music and vocal tuition, in certain circumstances (see Appendix 2);
- Certain early years provision (see Appendix 1);
- Community facilities.

2.2 Education Outside School Hours

Parents can only be charged for activities that happen outside school hours when the activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination.

Charges will be made for:

- Examination entry fees where the pupil has not been prepared for the examinations at the schools in the ALP;
- Transport, other than that arranged by the LA for the pupil to be provided with education;
- Board and lodging for a pupil on a residential visit;
- Extended day services offered to pupils (wraparound, breakfast club, after school clubs, supervised homework sessions and non-funded nursery provision).

When calculating the cost of optional extras, the school will only take into account the following:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost of teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

2.3 Voluntary Contributions

We will ask for voluntary contributions towards the benefit of the schools or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will notify parents whether assistance is available. We will publish this policy online and signpost it in letters regarding voluntary contributions which makes it clear that there is no obligation for parents to make a contribution.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. **If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.**

It is not our aim to make parents feel pressurised into making voluntary contributions. Therefore, only limited general reminders that we are still looking for voluntary contributions will be made for each event or activity.

3. **Little Learners - 2 year olds**

Where parents/ carers do not meet the eligibility criteria for 'free nursery entitlement', Little Learners offer paid places to children accessing the two year old provision. Paid provision is available from the day following a child's second birthday provided spaces are available. (Refer to the school website for further information)

3. **Remissions**

We would aim to assist families in financial difficulty to send their children on visits/ activities but funding is very limited and there is no guarantee that any requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of any of the following benefits are invited to apply in confidence for the remission of charges in part or in full:

- 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).

Other Documents:

[DfE 'Charging for School Activities' May 2018](#)

ALP Finance Policy

Appendices:

1. Optional Extras

Optional Extras:**1. Swimming**

- Swimming is a statutory part of the curriculum. We will ask for voluntary contributions towards the cost of providing lessons by qualified coaches at Ashington Leisure Centre.
- Transport to and from swimming forms a large part of the cost of providing swimming per child at Bothal Primary. Walking for 30 minutes in each direction in all weathers and having to cross busy roads make using buses a much more attractive option. However, as school receives no additional funds, we will ask for voluntary contributions to cover this. If insufficient voluntary contributions are raised then we will have to walk pupils to and from the Leisure Centre for swimming lessons.
- Central Primary pupils currently walk to and from the Leisure Centre due to the location of the school.

2. Music Tuition

- Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.
- The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

3. Transport

We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the Governing Body has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the schools in the ALP.

We will charge for transport, other than that arranged by the LA for the pupil to be provided with education.

4. Residential Visits

We will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is a statutory part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.

We will charge for board and lodging – but the charge will not exceed the actual cost.

5. Education Partly During School Hours

- If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.
- If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we will charge for the activity; however, we will not charge if the activity is a statutory part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

6. Extended Day Services

We will charge for any optional extended day services.

- Breakfast Club
- After School Club

7. Damaged or Lost Items

The school will charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

8. Examination Fees

We may charge for examination fees if:

- The examination is on the prescribed list (which includes SATs and GCSEs), but the pupil was not prepared for it at the schools in the ALP.
- The examination is not on the prescribed list, even if the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the Governing Body originally paid or agreed to pay the fee.

9. Examination Re-sits

- Where a pupil is entered for a second attempt at an examination, we will pay the fee.
- If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent will have their fees refunded.

Document Record

Version	Reason for Amendments/Update/Review	Date of Adoption by Governing Body	Document Reviewed Date	Author/Reviewed by
1.0	New policy and procedure	October 2018		Business Manager
1.1	No changes		February 2019	Business Manager
1.2	Minor changes to correct list of eligible benefits and remove one reference to a price		March 2022	Business Manager(HR and Operations)
1.3	Included information on charges for 2 YO in main body of policy and removed appendix 2		September 2023	Business Manager(HR and Operations)