

# KING EDWARD VII SCHOOL POLICY



## Charging Policy

### Document Adopted by Governing Board

Date: September 2023

Signed (Chair):

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Leadership Team Responsibility: Donna Ellerby, Business  
Manager

## **King Edward VII School Charging Policy**

This Policy is prepared in accordance with the requirements of The Education Act 1996 and the Department for Education Guidance “Charging for School Activities” (May 2018)

### **Education**

#### **King Edward VII School will not charge for:-**

- admissions applications
- education provided during school hours (including the supply of any books, materials, equipment, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or as part of religious education;
- tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the school;
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school. (However, if a student fails, without good reason, to meet any examination requirement for a syllabus, the fee will be charged through the raising of an invoice to the student’s parent/carers).

#### **King Edward VII School will charge for:**

- any materials, books, instruments, or equipment, where the child’s parent/carer wishes him/her to own them;
- where an ‘optional extra’ is being provided (see below)
- The proportionate cost for an individual child, of activities wholly or mainly outside school hours (‘optional extras’) to meet the costs for
  1. travel/transport
  2. materials and equipment
  3. support staff costs
  4. teaching staff engaged purely to support the “optional extra” activity
  5. entrance fees
  6. insurance costs

- Damage caused to King Edward VII School premises, property or equipment, through misuse or wilful damage by an identified student.
- Staff time taken to complete/countersign official documents on behalf of parents/carers/students e.g. Passport applications – fixed fee £25 per item
- Payment services transaction fees incurred by the School in connection with electronic payment services

King Edward VII School may request a refundable deposit for any materials, books, instruments or equipment loaned to the student as part of their course of study

**‘Optional Extras’ are defined as:**

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
  - c) part of religious education.
- examination entry fee(s), if the registered student has not been prepared for the examination(s) at the school;
- transport that is not required to take the student to school, or to other premises where the local authority/governing body have arranged for the student to be provided with education;
- board and lodging for a student on a residential visit;
- any materials, books, instruments, or equipment provided in connection with the optional extra.
- support staff or teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

The charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.

- The charge will not exceed the actual cost of providing the optional extra or the board and lodging.

- Participation in any optional extra activity will be on the basis of parent/carer choice and a willingness to meet the charges.
- Parental/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Voluntary Contributions**

King Edward VII School may ask for voluntary contributions to benefit the school or any school activities, for example:

- Visits wholly or mainly (>50%) inside school hours
- Materials for Practical Subjects e.g. Technology, Art, Photography

Voluntary contributions are not obligatory, and the following should be noted:

- If the activity cannot be funded without voluntary contributions, the governing body or Headteacher will make this clear to parent/carers at the outset.
- The governing body or Headteacher will also make it clear to parent/carers that there is no obligation to make any contribution.
- No registered student at the school will be excluded from an activity or treated differently according to whether or not their parents/carers have made any contribution in response to the request.
- If insufficient voluntary contributions are raised to fund an activity/visit, then it may be cancelled.

### **Residential Visits**

King Edward VII School will not charge for:

- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.

King Edward VII School will charge for:

- board and lodging, but the charge will not exceed the actual cost.

- when King Edward VII School informs parent/carers about a forthcoming visit, we will inform parent/carers that if they can prove they are in receipt of the following benefits they will be exempt from paying the cost of board and lodging:
  - Income Support
  - income-based Jobseekers 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 (providing you are not also entitled to Working Tax Credit and have an annual gross income of no more than £18,725)
  - Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit
  - Universal Credit providing your household income does not exceed £7,400 per year

The above list is the same as for free school lunch eligibility.

Children who are in receipt of the above support payments will in addition to free school lunch entitlement also be eligible for remission of charges for board and lodgings during residential school trips.

Where the school intends to undertake an activity where a charge for board and lodging will be made, the Headteacher will advise all parents that anyone in receipt of the support payments is entitled to claim free board and lodging for the visit.

Parents who are in receipt of the support payments will be invited to make a voluntary contribution.

King Edward VII School will make it clear to parent/carers at the outset what their policy for allocating places on school visits will be.

Parents/Carers are expected to meet the full cost of visits that are wholly or mainly (>50%) outside school hours and not part of the national curriculum. Charges will reflect the cost to each participating student and will require prior agreement from parent/carers to meet the costs.

### **Music Tuition**

Charges may be made for vocal or instrument tuition,

- for either an individual student
- or groups of up to four,

provided that the teaching is not an essential part of either the National Curriculum, or part of a public examination syllabus that the student is being prepared for at the school, and provided that the tuition is provided at the request of the pupil's parent/carer. The costs or a proportion of the costs, for

providing teaching staff for tuition in playing a musical instrument outside school hours may be charged, if the tuition is not part of the National Curriculum, or part of a public examination syllabus that the student is being prepared for at the school. This is a permitted optional extra.

### **School Premises and Equipment**

Damage caused to King Edward VII School premises, property or equipment, through misuse or wilful damage by an identified student will result in the parent/carer being invoiced for the cost of repair or replacement.

The Upper School facilities at Glossop Road will be let where they are not required for school purposes. Further details can be found in the School Lettings Policy.

### **Transport**

King Edward VII School will not charge for:

- transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip or sporting event (although we may request a Voluntary Contribution towards transport costs).

King Edward VII School may charge for:

- any other transport as a permitted optional extra.

### **Freedom of Information Act or Subject Access Requests**

Information that we publish routinely as part of our publication scheme and which is available for download from our website, is normally available **free of charge**.

For more information please refer to our Freedom of Information Policy and Freedom of Information Publication Scheme, both of which are available on the school website.