

# **Charging Policy**

Reviewed by:	Finance Committee
Signed (Governing Body):	
Date:	May 2015
Next Review due:	May 2018

## Turton School Charging Policy

This Charging policy is underpinned by the UNCRC, with particular reference to article 28 'Every child has the right to an education. Primary education must be free. Secondary education must be available to every child' and article 31 'Every child has the right to relax, play and join in a wide range of cultural and artistic activities.'

### Aim:

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

#### 1. *No charges will be made for*

- Education provided during school hours (including the supply of any materials, books, 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 pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- 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 the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a trip.
- Transport provided in connection with an educational trip.

However, Governors have agreed that Voluntary Contributions may be requested. These contributions must be calculated on a cost per child and cannot include any 'contingency' to cover non-payment by other children. Parents must be informed that the trip will not run if insufficient contributions are received.

#### 2. *Activities for which charges may be made*

- Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities – Board and lodging costs of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of benefits listed below may not be charged for board and lodging costs.
  1. Income support
  2. Income based jobseekers allowance
  3. Support under part VI of the immigration and asylum act 1999
  4. Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
  5. Guaranteed state pension

- Residential activities – Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

No profit can be made on any charges.

### 3. *Musical instruments*

The Assisted Instrument Purchase Scheme (AIPS) applies to pupils in full-time state education who receive musical tuition at school, or in a local authority orchestra, as part of their curriculum. It enables them to purchase new instruments through the local authority.

The supply of the instrument by the local authority to the pupil is not by way of business if the pupil is being taught to play the instrument by the school. Participation in school orchestras counts as tuition. In these circumstances the VAT incurred by the local authority when it purchases the instrument, can be recovered.

To be eligible for the scheme the following conditions need to be met:

- the pupil must be in full-time education at a local authority school
- the pupil must be receiving music tuition for the instrument from a local authority engaged instrument teacher as part of the school curriculum
- the instrument must be used by the pupil at the school or in a local authority orchestra
- the instrument must be appropriate to the pupil's needs
- the instrument must be handed to the pupil in a designated teaching room, and
- the instrument must be charged to the pupil at, or below, the VAT exclusive price paid by the local authority for its purchase.

The scheme works in the following way:

- the parent completes a request form, which must be signed by the pupil's music teacher, and a cheque for the instrument cost excluding VAT
- the request form is passed to the School Finance Office who order the instrument once the cheque has cleared at the bank
- the instrument is delivered by the shop to the school with an invoice, including VAT, which is then claimed back by the school
- the instrument is delivered to the pupil in a designated teaching room.

### 4. *Sales of printing and stationary*

- School Essentials provides stationery for students and reprographics and printing services for students, other schools and outside agencies.
- Prices are set to ensure that a profit is made on sales.
- VAT is charged on supplies to students and external customers based on advice received from the Local Authority VAT adviser.
- Schools in Bolton sharing the same VAT account are not charged VAT.

5. *Letting of school facilities including the Sports Centre*

- All lettings are subject to a letting agreement, setting out the terms and conditions of the school letting or Sports Centre letting policies for Dry Sports/Wet Sports/Coaching, including the agreed charge.
- The governing body, on the recommendation of the finance committee, approves letting rates and individual charges for use of the Sports Centre facilities