



This policy takes guidance from the DFE Policy – ‘Charging for School Activities’ which has been recently revised and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the information given in “A Guide to the Law for School Governors” (Chapter 23) and reflects the terms of the Education Act 1996.

This Policy will be reviewed on an annual basis by the Management Committee and will be adjusted in line with new Government or Local Authority recommendations. It sets out the School’s position on charges.

### **Voluntary Contributions and Responsibilities of Staff**

Nothing in legislation prevents a Management Committee or the Local Authority from asking for voluntary contributions that would benefit the pupil referral service or any pupil referral service activities and we will invite parents/carers and others from time to time to make voluntary contributions to enable the provision of activities and visits which may not otherwise be possible. If the activity cannot be funded without voluntary contributions, this will be made clear to parents/carers at the outset. The Management Committee or Headteacher will make it clear to parents that there is no obligation to make any contribution. No pupil will be excluded from an activity because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit, it may not go ahead. Staff organising visits should make this clear to parents. Staff organising a trip will make it clear to parents at the outset what their policy for allocating places on the visit will be.

When making requests for voluntary contributions, parents/carers will not be made to feel pressurised into paying as it is not compulsory.

### **Music Tuition**

The law states that all education provided during school hours must be free, but music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department of Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new regulations which came into force in September 2007 provide pupils with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual pupil or groups of an appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupils.

### **Staff Photocopying Charges**

Staff may use a school photocopier for private use with the prior permission of the Office Manager. The charges per sheet are as follow:

	A4	A3
Black	8p	12p
Colour	25p	35p
Laminating	75p	£1.25

### **Charges for Damage to School Property**

Parents/Carers may be charged for some or all of the cost of damage to the premises and property of the Pupil Referral Service where this has been an intentional action of damage by their child.