



Charging Policy

Status: Additional

Purpose: To set out the School's attitude to charging, describes each type of activity that will be charged for and explain when charges will be made.

Aims: The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips and residential experiences, can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the School and as additional option activities.

1. Introduction

This charging policy has been compiled in line with DCSF requirements and in accordance with s457 of the Education Act, 1996.

2. School Trips

Day Trips - No charge will be levied in respect of day trips that take place during school hours or are an essential part of the curriculum. (but also refer to section 8).

Residential trips - Essential. For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging. (but also refer to section 8)

Residential trips - Non-essential. For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied up to the full cost of the trip.

3. Examination Entries

The school will automatically cover the costs of students' first entry for all modular and terminal examinations.

Late entry - Where departments fail to meet the deadlines set by the Examinations Administrator for making their examination entries, the cost of late entries will be paid from departmental capitation unless the reason for the late entry is that a student has only just come on roll.

Change of tier - Where departments choose to change the tier of entry for a particular student, the cost for this will be paid from departmental capitation.

Resits - The general rule will be that the department concerned makes the professional judgment on whether a student should resit a module. Revision sessions will normally be made available to support students in preparing for any resits. The school will normally cover the costs of these resits from the main exams budget. If a student who has been recommended by the department to resit the examination/module fails to improve their grade, the cost of the resit will be paid out of the departmental capitation. If a student fails to attend the revision sessions and does not improve their grade, the parent/carer will be billed for the cost and if this is paid, the department will be reimbursed.

If a student or the parent/carer of a student wants a resit to take place against the advice of the department, the parent/carer will be billed in advance of the resit for the relevant costs. If the student then improves their grade, the school will reimburse the costs.

Appeals - The cost of appeals, remarks etc will be borne by the department if no grade improvements result and by the main exam budget if there is an improvement. If the department does not support the appeal, the parent/carer will be billed for the cost in advance. This will be reimbursed if the appeal is successful.

4. Materials & Textbooks

Where a pupil or parent/carer wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils are expected to provide their own ingredients. Where applicable, textbooks are provided free of charge, but, in some subjects, additional revision guides are available for which a charge is made.

5. Music Tuition

To be agreed.

6. Activities Outside School Hours [including extended schools provision]

No charge will be made for activities outside school hours that are part of the National Curriculum or Religious Education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, a charge up to the cost of the activity may be levied. Such charges will be determined in relation to each activity. No child will be prevented from taking part in an activity if they are unable to contribute to the cost.

7. Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

8. Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parent/carers to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parent/carers have made any contribution in response to the request or invitation. Where there are not enough voluntary contributions to make the activity possible, however, then it will be cancelled.

9. Lettings

The school will make its facilities available to community users, subject to the agreement of the Governing Body, at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Headteacher or Governing Body.

10. Other charges

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report. You also have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify the school in writing if you wish to be supplied with a copy of this record. There may be a charge for photocopying.

11. Remissions Policy.

If the parent/carer of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit charges in respect of board and lodging will be remitted in full.

The Headteacher or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Policy Written by: Andy Heron, Finance Manager

Dated adopted by Governors:

Date Reviewed: