

# Charging Policy

## **Introduction**

1. This charging policy has been compiled in line with DFE requirements and in accordance with section 457 of the Education Act, 1996.

## **School Trips**

2. Day Trips. No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (but also refer to section 18).

3. 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.

4. 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 including contingency and school administrative costs.

## **Examination Entries**

5. A charge will be levied in respect of examination entries for learners where the school has not prepared the learner for the examination.

6. A charge will be levied in respect of examination entries for learners where

- The school has prepared the learner for the examination and it considers that for educational reasons the learner should not be entered and the learner's parent/guardian wishes the learner to be entered (or learner him/herself when over 18 years old).

7. In these circumstances, if the learner subsequently passes the examination, the school may refund the cost.

8. A charge may be levied for learners re-sitting an examination.

9. A charge will be levied where a learner fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

9.1 A charge will be levied for the cost of individual invigilation where behaviour is deemed to be a risk of disruption to other learners.

10. The charge levied in 6 – 8 above will be the cost of the examination entry, plus any applicable centre costs.

***N.B. School reserves the right to withhold exam certification until payments are made.***

### **Materials & Textbooks**

11. Where a learner or parent 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, learners usually provide their own ingredients, but if the learner forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

11.1 A flat rate charge will be made for any unreturned text book once the learner leaves school.

### **Music Tuition**

12. The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the learner. The £100 educational voucher may be used to subsidise lessons by learners whose families are entitled to free school meals.

### **Activities Outside School Hours**

13. 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.

14. If a learner is prepared outside school hours for an examination that is not set out in regulations, a charge will be levied for tuition and other costs.

15. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

### **Damage/Loss to Property**

16. 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.

17. 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.

### **Voluntary Contributions**

18. 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 parents to make a contribution towards the cost of the trip which may include specific costs in relation to learners with special needs. Learners will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

### **Lettings**

19. The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. For community users, e.g. Youth Sports Teams, lower rates may apply provided they cover the caretaking costs.

### **Other charges**

20. The Headteacher, Finance Committee 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 or a copy of a learner file.

### **Remissions Policy**

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

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