

Staff responsible	Andy Taylor
Date of policy/last review	30/09/2018
Governing body ratified	17/09/2013
Chair of Governors	<i>Liz Bailey</i>
Review cycle	2 years
Next review	30/09/2020

1. Introduction

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

2. School Trips

2.1 **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 8).

2.2 **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 for board and lodging but the school will subsidise these costs so that they are kept at affordable levels.

3. Examination Entries

3.1 A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

3.2 A charge will be levied in respect of examination entries for pupils where:

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

3.3 In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

3.4 A charge may be levied for pupils re-sitting an examination.

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

3.6 The charge levied in 3.2-3.5 above will be the cost of the examination entry.

4. Materials & Textbooks

- 4.1 Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, no charge will be levied for the cost of the materials used. In the case of Food Technology the school provides the ingredients and does not levy a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge may be made.

5. Music Tuition

- 5.1 The school levies charges in respect of individual music tuition and group music tuition if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

6. Activities Outside School Hours

- 6.1 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. However, a charge will be levied where parents/carers are unreasonably late in picking up their children from Out of School Hours activities as detailed in the consent form signed by parents.
- 6.2 A charge is levied for pupils accessing the After School Childcare facility. Detail regarding the charge is detailed in the contract signed by parents/carers. As in section 12 a charge will be levied where parents/carers fail to pick up their children at the appointed time.

7. Damage/Loss to Property

- 7.1 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.
- 7.2 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

- 8.1 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. Pupils 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.

9. Lettings

- 9.1 The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities and any staff overtime. The scale of charges will be determined annually by the Resources Committee.

10. Other charges

10.1 The Headteacher, Resources 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.

11. Remissions policy

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

11.2 The Headteacher, Resources 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.