



CHARGING POLICY

It is the policy of the Trustee Board:

- to make the appropriate charge to parents for all transport, board and lodging requirements on residential visits and the transport and admission costs for non-residential visits or trips except that these charges will be discounted for students for whom the school receives Pupil premium or who fulfill the criteria to receive student funding (bursary).
- except in the case of activities that fulfil any requirement of the syllabus for a prescribed public examination or of the National Curriculum, the cost of activities that take place wholly or mainly outside normal school hours must be met in full by parents. From time to time the cost may be reduced by fund raising or by subsidy from school budgets;
- to ensure that on occasions where charges may be made, no student is disadvantaged solely by his/her inability to pay;
- to leave to the discretion of the relevant Headteacher the proportion of costs for an activity which can be properly charged to public;
- to require parents to pay for damage to or loss of school property for which their children are responsible where reimbursement is appropriate;
- to request voluntary contributions from parents to fund school activities taking place wholly or mainly during school hours which can only run if there is sufficient voluntary funding, whilst ensuring that no student is debarred solely by the inability or unwillingness of parents to pay;

Example wording for letters:

“£xxxx will cover the cost of your child’s place on this trip. This payment is voluntary, but if insufficient contributions are received, the trip may not take place”

- to encourage and support the work of the various School Parents Associations which sustains and subsidises a wide range of school activities and resources.

- to ask parents of students who do practical subjects such as Technology or Art to provide their own ingredients and/ or materials for the finished products which they will take home.
- to charge the entry fee for any examination for any student who in the Headteacher's judgement has not prepared themselves adequately by effort or study; or any student who without adequate reason does not sit an examination for which they have been entered. A charge will be made for Post 16 resits; Any resits are at the request of the student and/or the parent but students will not be prepared for resits, except in the case of English and Maths GCSE resits. (see also Examination Guidelines)
- to submit to the relevant Headteacher and Local Governing Body any issue which may require a decision over implementation of the policy in any particular circumstance as appropriate.

There is an exception to the rule about not charging for activities in school hours: charges may be made for teaching either an individual student, or groups of any appropriate size, to play a musical instrument or sing.

Charges will 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 student(s). Where a charge is to be made for music tuition, parental consent will be obtained before the tuition takes place.

Headteachers will have discretion to pay from the school budget to assist in the whole or in part any student whose means would not enable them to pay for a particular activity for which charging is permitted.'

Approved by the Governing Body March 2020
Reviewed by Author March 2021

NB: In all TLT policies, the use of the word 'Trustees' may also be read to mean 'Local Governors' and 'Head teacher' may also mean 'CEO' ... and vice versa