



Charging Policy

Approved: June 2022

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INTRODUCTION

The Education Reform Act 1988 clearly outlines the activities for which the school may make a charge and those activities where charges may not be made.

The principle is that all activities in school time (with the exception of charges for board and lodging on residential trips) must be provided free of charge.

The school may invite voluntary contributions and it is recognised that many activities will not take place if insufficient voluntary contributions are forthcoming. However, in accordance with the objectives of the Equality Policy, the principle remains that no individual pupil should be excluded from an activity in school time by the parents' inability to pay or for any other discriminatory reason.

INSIDE OR OUTSIDE SCHOOL HOURS?

When an activity takes place partly during and partly outside school hours the following definitions apply:

- Where more than 50% of the time of a non-residential activity falls within school hours, the activity is defined as being within school hours. i.e. a day trip to London leaving at 8.00 am and returning at 7.30 pm would be 'inside school hours'; a trip to Stratford leaving at 2.00 pm returning at 11.00 p.m. would be 'outside school hours'.
- For residential activities the calculation is based on the number of half-day sessions which are inside or outside school hours i.e. a trip which started on Wednesday morning and finished late on Sunday would be 'inside school hours' - 6 school sessions, 4 out of school sessions.

REMISSIONS

When a pupil is eligible for Pupil/Service Premium funding or is a 'Looked After Child', the school may make a contribution in part or in full to the cost of any activity taking place in or out of school hours and/or forming part of the syllabus for a prescribed Public Examination or the National Curriculum.

The amount of the contribution made by the school for any activity will be subject to an annual limit and will be determined by reference to a number of factors to attain the best outcome for the pupil.

In the case of residential trips, parents of children eligible for Pupil/Service Premium funding will normally be asked to make a contribution to the cost of the trip which will be non-refundable in the event of the child withdrawing from the trip. If the child participates in the trip, the parental contribution will be refunded.

VOLUNTARY CONTRIBUTIONS

In the case of activities taking place during school hours, such as the majority of our trips and visits, voluntary contributions will be requested. This will include a small charge to cover administration costs. There is no obligation for parents to contribute and no pupils will be excluded on the grounds of the parents' inability to pay. However, it must be made clear that many activities will not take place if there are insufficient voluntary contributions to cover costs.

Parents who are unable to pay due to financial hardship or other legitimate reasons and whose child is not eligible for Pupil/Service Premium funding are invited to apply in confidence to the Headteacher for remission of charges in part or in full. Authorisation for remission may be made after consultation with the Chair of Governors.

We hope that parents will continue to provide pupils with pens, pencils and the necessary equipment for all lessons. The school shop stocks and sells a range of basic school equipment at cost price.

PARENTS WILL NORMALLY BE CHARGED FOR:

- a) Board and lodging on residential visits.
 - b) Deposits paid and any additional costs or charges incurred as a result of a child withdrawing from a trip for any reason whatsoever.
 - c) Fees for public examinations when a pupil fails to complete an examination requirement without good reason.
 - d) Fees for re-sitting public examinations where the pupil has met their target grade.
 - e) The cost of replacing items lost, damaged or defaced including library books.
 - f) The cost of repairing vandalism / damage to school property, including labour costs from external contractors and/or the school site team
 - g) Transaction charges for online payments (included in the cost of the trip/event/item)
 - h) Activities taking place 'outside school hours' (unless this is part of a syllabus for a prescribed Public Examination or the National Curriculum).
 - i) Cost of materials, e.g. for Design Technology, when parents have stated their wish that the finished article be taken home.
 - j) Cost of photographic materials where Key Stage 4 pupils have chosen to study a GCSE in Photography.
 - k) Activities on the school site hosted and charged for by third party organisations - in these circumstances payment should be made directly to the third party organisation which holds liability for the activity
- i) *Items 'h' to 'k' may be offset against Pupil Premium funding.*
- ii) *All costs mentioned above will be determined through normal school procurement mechanisms / budgeting tools.*

REVIEW OF POLICY

The Governors will review the school's Charging Policy annually in accordance with legal constraints and with regard to Local Authority policy. The policy has been reviewed against the Equality policy objectives and has been deemed 'Equality Act compliant'.