

E. CHARGING POLICY

This policy has been approved by the Governing Body and is reviewed annually by the Finance and Premises Committee

1. 1. Activities

This policy confirms the right of the School to invite voluntary contributions for the benefit of the School or in support of any activity organised by the School whether during or outside School hours.

No charge will be made (except at 1.1, 1.2 and 1.3 below) for any activity offered to pupils during the school day

No charge will be made (except at 1.1 to 1.4 below) for any activity that is organised by the School outside the school day

- 1.1. Charges may be made for the actual cost of tuition to individuals or groups of not more than 4 in the playing of a musical instrument not being part of the syllabus or prescribed examination where parents have indicated their agreement in advance
- 1.2. Charges may be made for materials or ingredients required for practical subjects where parents have indicated in advance their desire to own the product
- 1.3. Charges may be made for actual board and lodging.

No charge for board and lodging for pupils whose parent(s) or guardian(s) are in receipt of the following state benefits: Income Support, Income-based Job Seekers Allowance, Working Families' Tax Credits or Disabled Person's Tax Credit

- • During school hours
- • Or outside school hours but required to fulfil a statutory duty or syllabus of a prescribed examination.

- 1.4. 1.4. Charges may be made for other activities that are recognisably distinct from the curriculum where parents have indicated their agreement in advance.

2. 2. Damages and Losses

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a student's inappropriate behaviour

Charges may be made for the cost of replacing any property or item that has been loaned or hired to a student and not returned

3. 3. Remissions

- 3.1. 3.1. The discretion to remit in whole or in part any charge, which may be made by the School, has been vested in the Head Teacher.
- 3.2. 3.2. Remission may be made on the grounds of educational considerations with regard to both the student and the School needs
- 3.3. 3.3. Remission may be made on the grounds of financial considerations with regard to both the student and the School needs
- 3.4. 3.4. Remissions may be made on a group or an individual student basis.

4. 4. Examinations

- 4.1. 4.1. Charges may be made to recover the wasted examination fee from the parent of a student who without good reason has failed to complete any examination requirement
- 4.2. 4.2. Charges may be made to recover the entry fee for a public examination other than those on the prescribed list as determined by the Secretary of State
- 4.3. 4.3. Charges may be made to recover the cost of examination preparation conducted outside school hours in respect of any public examination other than those on the prescribed list as determined by the Secretary of State
- 4.4. 4.4. Charges may be made to recover the cost of examination re-sits where the School has provided no further preparation.

5. 5. Revision Books / Equipment

If the school wishes to purchase items for subsequent sale to pupils it is important that

- • There are proper procedures in place to control stock and reconcile income / purchases
- • It is made clear to parents of students that the material / equipment is not required as part of the syllabus
- • The material / equipment is not sold at a profit