

**CHARGING POLICY (a subset of the school Financial Administration Policy)****Charges for School Activities**

The school has discretion to charge for optional activities provided wholly or mainly out of school hours, and the right 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.

The Governors will operate the following policy on charges and contributions for school activities where such activities involve additional expenditure.

The school will charge in the following circumstances:

- (a) The provision of music tuition given to students as individuals or in groups of up to four except where it is given to fulfil:
  - Statutory duties in relation to the curriculum, or
  - Requirements specified in the syllabus for a public exam
- (b) Ingredients and materials for Art, Design and Technology: Food and Textiles and Design and Technology: Graphics and Product Design will be charged for, or parents/carers will be required to supply these on the assumption that the parents/carers own the finished product.
- (c) Activities, which involve students in nights away from home eg: residential trips.
- (d) Activities that take place wholly or mainly outside school hours and which are not a statutory part of the curriculum, e.g. outings, visits, fixtures, coaching etc.
  - Charges will be made for all or part of a student's travel costs, board and lodging costs, materials and equipment, entrance fees, support staff costs, any insurance and costs of engaging teaching staff specifically for the activity.
- (e) No charges will be made for examination entries except where:
  - A student requests to re-sit an examination in which they have already achieved a pass grade
  - The student has failed to complete the requirements of the exam without a valid reason.
- (f) Reasonable administrative/invigilation charges will be made for examination entries made on behalf of students or external candidates where no preparation for the examination has taken place at the school.

**Voluntary Contributions**

Voluntary contributions will be sought from parents/carers for activities which supplement the school curriculum, e.g. outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- (a) There is no obligation to contribute
- (b) Students will not be treated differently according to whether or not their parents/carers have made a contribution
- (c) The proposed activity may not take place unless a substantial majority of parents/carers contribute the suggested amount to cover costs

**Remission**

It is the policy of the Board of Governors to:

- (a) remit an agreed proportion of charges for school activities to parents/carers who meet the statutory requirements for free school meals or whose child is designated pupil premium (to the maximum value of their applicable pupil premium grant)
- (b) look at individual cases where parents/carers have been unable to give a donation
- (c) agree how to fund shortfalls for activities
- (d) reimburse surplus trip funds to parents/carers if the amount is equal to or above £10 per student

**Other Charges**

- (a) **Private Photocopying/Telephone Calls.** These will be subject to VAT regulations.

- (b) **Hire of School Minibus.** To cover insurance and wear and tear of the vehicle.
- (c) **Income from Sales**
- Some goods may be purchased through the school for the convenience of parents/carers, students or teachers. The school will not seek to make a profit from these sales.
  - Some goods will be sold through the school with the intention of making a profit and thus raising money for the school. Goods in this category may be subject to VAT.
- (d) **Income from Donations.** From time to time, the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.
- (e) **Income from Lettings.** Governors set charges made for the use of school premises. The charges include actual caretaking costs, insurance and a premises charge. The Governors will not charge the PTA for its activities in the school.
- (f) **Damage to school property.** The school will seek voluntary contributions from parents when damage is caused wilfully by students and when it arises from misbehaviour or other irresponsible and thoughtless conduct.

### **Responsibilities**

This policy will be reviewed as part of the review cycle for the school's Financial Administration Policy.

The Board of Governors, following review and recommendation of its Finance and Resources Committee, approves this policy. Operation of the policy is delegated to the School's Business Manager who will determine the costs of activities other than those set by the Governors.

All staff responsible for collecting income are made aware of the current charge rates and be aware of VAT implications.

**End of policy document.**

**October 16**