

**The Deanery**

Church of England High School and Sixth Form College



# CHARGING POLICY

**NOVEMBER 2015**

The Governing Body of the Deanery C.E. High School & 6<sup>th</sup> Form College accepts the following principles in respect of its Charging Policy.

To reserve the right provided within the terms of the 1988 Education Reform Act to charge for activities permitted within the terms of the Act.

#### **A. Education in school hours**

- 1] Since August 1994, the Peripatetic Music Service has become the Instrumental Teaching Provision. This is an autonomous agency within the Local Authority which contracts the provision of instrumental tuition to schools at a cost. Schools fix their own charges which are meant to cover the tuition costs and the administration of the scheme. Currently, the Governing Body provides free tuition to students in receipt of Pupil Premium.
- 2] To expect parents to provide school clothing, i.e. uniform, PE kit, aprons.
- 3] To expect parents to pay the cost of travel from home to an activity sanctioned though not provided by the LA or the school.
- 4] To charge for, or require the supply of materials or ingredients for, practical subjects where parents have indicated in advance a wish to own the finished product.

#### **B. Education outside school hours**

- 1] To charge the full cost of 'optional extras' where participation will be on the basis of parental choice and a willingness to meet such charges as are made.
- 2] To charge the cost of board and lodging for residential visits where the education provided in the visit is free.

#### **C. Education PARTLY outside school hours**

- 1] Where the activity takes place out of school hours, the full cost of the activity will be charged except for activities defined in Section 106[4] of the Act.
- 2] Where the activity takes place in school hours but involves residential arrangements, the full cost of board and lodging will be charged.
- 3] Where the activity takes place partly out of school hours but involves residential arrangements, the full cost of the trip will be charged.

2 and 3 are subject to the 50% rule, i.e. 50% of the hours and half the days are/are not school days.

#### **Voluntary Contributions**

The Governing Body recognises the valuable contribution that the wide range of additional activities including trips, clubs and residential experiences can make towards pupils' education. In order for these to continue as in the past, the Governors, through the Headteacher, will invite voluntary contributions for the benefit of the school or in support of such school activities.

It is understood that the contributions are genuinely voluntary and that registered pupils will not be treated differently according to whether or not their parents have contributed in response to a request.

Any request for voluntary contributions will be made in writing and signed by the Headteacher.

#### **Public Examinations**

- 1] No charge can be made for entering a pupil for a prescribed public examination BUT

- A. Where, for educational reasons, the Governing Body, acting through the Headteacher, decides not to enter a pupil for a prescribed examination AND the parents wish that entry to stand, then the costs of entry will be charged to the parents.
  - B. A parent who requests the re-scrutiny of a prescribed examination will meet the costs.
- 2] When a pupil has been prepared for a prescribed public examination outside school hours, the policy is that the pupil or his/her parents should be charged for entering for that examination other than in circumstances which the Governing Body considers to be exceptional.

Where a pupil wishes to take the same subject examination with more than one examining board, his/her entry fee for one of the examinations will be charged to the parents beforehand.

3] **Other Public Examinations**

If a pupil, with parental agreement, is entered for a public examination which is not on the prescribed list, the policy of the Authority is that a charge should be made by the Governors for the entry fee other than for circumstances which the Governing Body considers to be exceptional.

**Recovery of wasted public examination fees**

The costs of the entry fee for a public examination for which the school has paid, if a pupil fails without good reason to complete the examination requirements, will be recovered from the parents. Non-attendance for the examination without medical certification or failure to complete coursework are examples of what would constitute "without good reason."

**Breakages And Fines**

- 1] The cost of repair/replacement of items of fabric damaged/broken by pupils will be charged to parents.
- 2] The cost of replacement of lost, damaged or defaced school materials/textbooks/equipment which arise as a result of a pupil's behaviour will be charged to parents.

**Recovery Of Sums Payable By Parents**

The Governing Body intends that Section 118[6] of the Education Reform Act provides that any sums payable by parents for wasted examination fees or optional extras to which they had agreed or for board and lodging shall be recoverable summarily as a civil debt.

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This policy was approved by the Resources Committee on 18<sup>th</sup> November 2015.

Next review date: November 2016