



*'Individual Growth, Individual People'*

Head Teacher: Mrs M A Tyers

# Charging Policy

## Reviewed November 2018

## **CHARGING POLICY**

### **EDUCATION DURING SCHOOL HOURS**

#### **1 EDUCATION DURING SCHOOL HOURS**

The Governors will not charge for admission to the school, all pupils/students are admitted to the school by the Local Authority. Each student has either a Statement of Educational Need (1993 Education Act 167) or an EHC plan which is prepared by the Local Authority and actioned by the school.

All materials, equipment and transport provided within school hours by the school, as timetable activities are free to all pupils/students.

#### **2 INDIVIDUAL INSTRUMENTAL TUITION**

Charges will be made to parents/carers for any individual or group of pupils/students who are taught to play a musical instrument if this tuition is not an essential part of National Curriculum or set examination work.

#### **3 VOLUNTARY CONTRIBUTIONS**

Parents/carers will be invited to make voluntary contributions to make school funds go further. Parents/carers will be informed at the planning stage of the likelihood of any planned activity not taking place should school funds with voluntary contributions not meet the cost of such an activity. No pupil/student will be left out of an activity because their parents/carers cannot make a voluntary contribution.

#### **4 ACTIVITIES NOT RUN BY THE SCHOOL OR LOCAL AUTHORITY**

When a non-school organisation arranges an activity to take place during school hours and parents/carers want their child to take part, such organisation may charge the parent/carer. Parents/carers must then ask for the school to agree to their child being absent. Parents/carers are reminded this will only be granted in exceptional circumstances.

#### **5 EDUCATION OUTSIDE OF SCHOOL HOURS**

Parents/carers will only be charged for activities that happen outside of school hours when they are not a necessary part of the National Curriculum or Religious Education. No charges will be made for essential set examination work or which is part of a syllabus. Charges will be made for other activities that happen outside of school hours if parents/carers agree to pay. This will be in line with the Education Reform Act (1988). Charges will be made to parents/carers for extending the school day in line with the real costs encountered.

#### **6 SCHOOL MINIBUSES**

Only the school's pupils/students, staff or parents/carers may travel on the school's minibuses. The school will not charge for any cross-site travel or travel between educational establishments where courses are planned by the school and form part of a timetabled day. Charges will be made for school visits (extended or day visits) which will be costed to recover the cost of any journey undertaken.

#### **7 SALE OF PRODUCED FOOD - SCHOOL CATERING**

Charges will be made for the sale of food. These charges will reflect the cost of produce plus catering staff costs and energy and will allow for a small profit commensurate with the market of the day. These will include the following:

- i) Goods made for resale to staff, for example: quiches, cakes, apple pies etc.
- ii) Staff lunches.
- iii) Pre-ordered catering for external events (for example: weddings, civic events etc).

All profit shall be made over to the school budget share.

Goods made for catering events held in school and pre-ordered by groups using the school for meetings will be funded from the budget share.

## **CHARGING POLICY (INFORMATION FOR PARENTS/CARERS)**

A full copy of the school's Charging Policy is available in school, but may be summarised as follows:

- Parents/carers will be assured that all activities will be planned and costed to meet the actual cost of that activity.
- Parents/carers may be requested to make a voluntary contribution for:
  - Horse Riding
  - Cookery (Food Technology)
  - Morning Drinks
  - Life Skills (Post 16)
  - Ten Pin Bowling
  - Ice Skating
- Extended Day Visits
- Parents/carers in receipt of Income Support or *Universal Credit* will have the right to claim free activities.
- Parents/carers will not be charged for their student's entry into public exams, which include GCSEs, GNVQs or job related qualifications. Parents/carers will be charged if the student fails without good reason to complete the requirements of any public examination or enrolls to sit an examination without the school's express consent.
- Parents/carers will be charged for travel, which is incurred for extra curricula activities.
- Parents/carers will be assured that the school will plan and cost activities fairly but reserve the right to cancel any event if costs cannot be met.
- Parents/carers will be assured that in the event of an activity being fully sponsored by a benefactor no cost will be levied.