

Buxton School



Name of policy

Charging Policy

Date established	12 th May 2011
Staff responsible	Resources Committee
Review date	13 th March 2014
Further review	March 2017
GB statutory policy	Yes

Charging Policy

Principles:

This policy sets out our school approach to charging and remissions, and is informed by the requirements of the Education Act 1996 and Education Regulations 2003 (Residential Trips). In doing this our intention is to ensure transparency in setting charges and ensure that all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

Tuition & resources:

- We will not charge for admitting pupils to the school where education provided during school hours must be free (with the exception of musical instrument tuition).
- We will not charge in respect of books, materials, equipment or incidental transport in connection with the National Curriculum, religious education, preparation for public examinations or other courses taught at the school or extra travel costs connected with work experience.
- Charges may be made for materials where parents/carers have indicated their wish to keep any finished product from practical subjects.
- We will charge for, or expect parents to provide, the ingredients for products in Food Technology lessons.

Public examinations:

- We will not charge for entering pupils for public examinations that are set out in regulations and for which the pupil is prepared by the school. However, charges may be set for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.
- We reserve the right to charge an examination entry fee if the examination is on the set list but the pupil was not prepared for it at the school.
- We reserve the right to charge an examination entry fee if the examination is not on the set list but the school arranges for the pupil to take it.
- We reserve the right to charge where a pupil fails to complete the examination requirements without good cause e.g. failed to attend an examination or complete coursework and where the school has paid or agreed to pay the entry fee.

Residential trips:

- Residentials are classified as being within school hours if the number of school sessions missed by pupils is at least 50% of the number of half days spent on the trip.
- Board and lodging - we will charge pupils an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours. In exceptional circumstances a subsidy may be available upon application.
- Travel – if the residential is classified as being within school hours, no charge will be made for travel costs, although a voluntary contribution may be sought. When the residential is classified as being outside school hours, a charge will be made for travel

to cover the unit cost per pupil other than those entitled to remissions. However, no pupil will be required to subsidise the cost of non-paying pupils.

- Activities – if the residential is classified as being within school hours no charge can be made for the educational activities provided.
- If the residential is classified as being outside school hours, a charge will be made up to the full cost.

Voluntary contributions:

- We will request voluntary contributions for school activities in or out of school time for which charges cannot be levied but which can only be provided if there is sufficient voluntary funding.
- No pupil will be excluded from such activity by reason of inability to make a voluntary contribution.
- If the activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies collected will be returned to parents.

Music tuition:

- We will charge for music tuition where such tuition does not form part of the syllabus for prescribed public examination (GCSE or A-Level) and where it is not required for the National Curriculum.
- We will remit charges for pupils receiving free school meals.
- Charges will be determined by the Headteacher and the Resources Committee of the governing body.

School meals:

- No charge will be made for pupils entitled to free school meals.
- We will charge all pupils not entitled to free school meals an amount determined by the local authority or contractor, as appropriate.
- No charge will be made for meals provided as part of the Universal Infant Free School Meal initiative.

Extra Curricular activities for pupils that take place outside school hours:

- We may charge for activities and clubs that take place outside school hours, including breakfast, after school and evening clubs and activities that require the employment of staff to run them.
- We may charge for clubs and activities run during school holidays
- We will not charge for GCSE/BTEC revision classes that take place outside school hours
- We will charge for trips and residential that are classed as “extra curricular” and not part of the national/formal curriculum.

General:

- We will seek payment from parents/carers for damage to or loss of school property caused wilfully or negligently by their children. Lost, damaged and defaced books will be charged for at their replacement value; the replacement of broken windows and the repair of the fabric of the school or fittings and equipment will be charged for at the cost of repair/replacement. Fines will be imposed for defacement caused by graffiti.
- The governing body delegates to the Headteacher the determination of any individual case arising from the implementation of this policy.