



Charging policy

Reviewed June 2015

Next review date: March 2016

Charging policy

1. Introduction

We believe in the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996 no charges are made to any registered pupil for any books, materials, equipment or apparatus used during school hours.

We apply the charging policy in line with Section 457 of the Education Act 1996 which e.g. allows charges to be made for residential school trips and artefacts made in school and taken home.

Questions and queries about this policy or discussions regarding the application of this policy to an individual student can be addressed by contacting the School Business Manager and enquiries will be dealt with in confidence.

Voluntary Contributions

'Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to pay in full or in some events contribute towards the cost of the trip or activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.'

We believe that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The Headteacher and Governors may remit some charges in part or in full as reasonable in particular individual circumstances.

The charging and remissions policy is an integral part of our inclusive arrangements for students and is applied equally to all students.

Faculties can seek support for students via their line manager for activities which would normally incur a charge according to the policy.

2. Specific examples of how this policy may be applied

School Trips and Visits:

Visits

Day Trips: No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

Residential Trips – Essential: For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge may be levied for board and lodging or a refundable deposit may be taken to secure a place.

Residential Trips – Non-essential: For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip;
- if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Examination Entries

A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

- A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/carer wishes the pupil to be entered (or the pupil him/herself when over 18 years old). In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.
- A charge may be levied for pupils re-sitting an examination.
- A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee. The charge levied above will be the cost of the examination entry, plus any applicable centre administrative fee.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, however if the pupil forgets, the school provides the ingredients and

levies a charge. Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

The school levies charges in respect of individual music tuition and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. The cost of peripatetic instrumental instruction is subsidised by the school and charges are explained and agreed via Head of Department - Music. A further discount is available to pupils whose families are entitled to free school meals. Students that play instruments as part of the curriculum will not be charged.

Out of School Activities

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. If a pupil is prepared, outside school hours, for an examination that is not set out in regulations, a charge will be levied for tuition and other costs. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, IT equipment, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher or School Business Manager.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Resource Committee. The rooms in the main school building are not let by the school under the Private Finance Initiative (PFI) contract, however, we may in time let the Greer Centre rooms once the caretaking arrangements have been agreed. See appendix one for suggested prices per room.

School Minibus Travel

Schools may charge for transport in their minibuses only if they hold a permit issued under Section 19 of the Transport Act 1985. A permit is not required if no charge is made in cash or kind. The Local Authority supplies permits for school minibuses. Any charges made may be used to recover some or all of the costs of running the vehicle, including loss of value. The service may not make a profit either directly through the fares charged or incidentally as part of a profit making activity, even if any profit would go into the school's other running costs or for charitable purposes.

A charge is any payment in cash or kind (for example a club subscription) by or on behalf of a person that gives him/her a right to be carried.

3. Remissions policy

The Headteacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances. Complete remission of any charges for board and lodging for a residential trip will be made if:

- a) The education provided on that trip cannot be charged for; and
- b) The pupil's parents/carers have made a business case for financial support via the trip leader to Headteacher/School Business Manager.

By order of the Governing Body of Acton High School

(Signed)_____ Dated 7th July 2015

Andy Sievewright, Headteacher

(Signed)_____ Dated 7th July 2015

Guy Fiegehen, Chair of Governing Body

(Signed)_____ Dated 7th July 2015

David Knights, Chair of Resources Committee of the Governing Body