

Harlington Upper School



Charging Policy for School Activities

Policy No: HUS006

Edition 2 : May 2015

Approved By: Governing Body

Document Control		
Edition	Issued	Changes from previous
1	11/05/2012	None- replaces the School Charging Policy (2011)
2	13/5/2015	Minor changes to include Outdoor Adventurous Activities, Duke of Edinburgh Scheme, Music ensembles

Review Frequency: every 2 years
Review Date: May 2017



Charging Policy for School Activities

The Governing Body wishes to ensure that education in school hours is free. Charges will only be made in the limited circumstances described below. The governors recognise that a voluntary contribution may be requested to help offset any costs incurred.

This Policy aims to describe how the school will manage charges in relation to the school curriculum.

Optional Extras: Curriculum Enrichment and Charging

The school endeavours to provide each student with experiences which will enrich curriculum delivery and/or enhance social development. Charges may be made for certain activities. For activities that are part of the curriculum, taking place mainly within the school day voluntary contributions will be requested (see Appendix A)

Examination and Charging Policy

A student will be entered for each examination in a public examination syllabus for which the school has prepared the student, unless there are educational reasons for not entering the student. No charge can be made.

The Governing Body may charge to parents an examination fee if:

- the student is entered for an exam but has not been prepared for it by the school
- the student fails to fulfil the examination requirements without good reason
- the student resits an GSCE/AS/A2/BTEC examination module in order to improve the mark/grade
- an administration charge will be made to students resitting GCSE/AS/A2/BTEC modules

Music Tuition

Detailed information about Music Tuition is attached at Appendix B.

Lockers

Students are charged £10 contribution to support maintenance if they choose to use a school locker which includes a refundable deposit of £5 A charge will be made for replacement keys to meet the cost to the school.

Responsibilities

Headteacher	Formulation and monitoring policy, in consultation with Governing Body
Head of Dept / House Leader	All aspects of policy relating to area of responsibility, ie department or House team activities
Teachers / Support staff	All aspects of policy within own lessons or activities
Business Manager	Implementation of the policy and initial review of applications to the Hardship Fund
Governing Body	Agreement of applications to the Hardship Fund

Monitoring and Review: This policy will be reviewed by the Governing every 2 years

Appendix A

The range of activities offered at Harlington is divided into four types:

Type 1 - Activities outside of the normal school day and year, lasting more than one day.
(Charges will be made for these activities) eg

- ski trips offered to students
- sporting activities during school holidays
- outdoor adventurous activities, including Duke of Edinburgh scheme activities

Type 2 - Activities within the normal school year, lasting more than one day.
(Voluntary contributions will be sought for these activities) eg

- field trips linked to examination courses
- Music or Drama production tours

Type 3 - Single day trips or special activities bringing outside professionals into school
(Voluntary contributions will be sought for these activities) eg

- whole year group activities
- peripatetic music tuition or Music ensemble work
- subject specific curricular enrichment trips

and please note, letters to parents will explain:

- a) the proposed activity
- b) the value of the activity in education terms (especially enrichment of the curriculum)
- c) the contribution anticipated from parents in respect of each pupil if the activity is to take place
- d) in relation to (c), it should be made clear when a charge is being made for boarding and lodging or an optional extra activity, and when the activity will be dependent upon financial support in the form of a voluntary contribution
- e) where a charge may be levied in respect of the board and lodging, the arrangements for remission of the charge in accordance with the policy of the Governing Body should be stated, together with any other form of subsidy which is part of that policy
- f) where voluntary contributions are being sought, it is suggested the following sentence should be included in all letters to parents:
"Whilst there is no obligation on the part of parents to contribute to the cost of this activity and pupils will not be treated differently according to whether or not their parents make a contribution the activity will unfortunately not take place if there are insufficient parental contributions.

Type 4 - In-school activities as a result of which students/parents may keep the final product

- a charge will be made for the supply of ingredients and materials used in the teaching of practical subjects. However, if a charge is made parents must have indicated in advance a wish to own the finished product

Hardship Fund

It is the school's policy to promote a mechanism for giving financial support to families for those activities not deemed an essential part of the school curriculum. Each application will be considered on its own merits, however the mechanism for approval may include:

- i. families in receipt of Income Support or Child Tax Credit
- ii. students in receipt of Free School Meals

Any support will be limited to a maximum of 50% per activity per student

The Application Form to the Hardship Fund is attached at Appendix C

Applications for particular Funding streams, such as the 16-19 Bursary Fund Allocation will be assessed in accordance with specific criteria as laid down in the Application Process.

The school will also direct applications to the Hardship Fund to other sources of funding as appropriate; for example The James Stokes Smith Trust Fund (Eversholt students), the Clophill United Charities Fund

Appendix B

Music Lessons

Parents/carers will pay the cost of lessons for the Autumn and Spring terms. The parents/carers will also pay the cost of the lessons in the Summer term, however the school will refund the cost of the final terms lessons at a rate of one lesson per week, per student taking Music GCSE.

The refund will be given on the proviso that the student has a 100% attendance record at music lessons throughout the academic year (other than where the student is absent for the day due to sickness or on an approved trip) and regularly attends an ensemble group where one exists for their instrument. Where ensemble groups do not currently exist, students are expected to attend county music days e.g. Guitar Festival, Keyboard Festival or Windband or participate in a whole school musical event, which are held at regular intervals throughout the year.

The refund will be made during the following Autumn term.



Harlington Upper School

Application to School Hardship Fund

Pupil Name		Form	
Parent Name			
Address			
Telephone			
email			
Activity for which funding is sought	<p><i>Please note that Applications for funding for Music lessons can only be accepted from students in Years 10, 11, 12 or 13 following a GCSE or A level Music course</i></p>		

Mechanisms for consideration for a payment from the hardship fund, include proof of eligibility for Free School Meals or Child Tax Credit

<i>Please attach proof of receipt of Free School Meals/Child Tax Credit to application form</i>			
	<i>Tick as appropriate</i>		<i>Tick as appropriate</i>
Students is in receipt of Free School Meals/I receive Child Tax Credit		Students is not in receipt of Free School Meals/ I receive Child Tax Credit	
If student does not receive Free School Meals, then you will need to apply to the Council first. Further information about Free School Meals can be obtained from Central Bedfordshire Council (Tel: 0300 300 8000)			

<p><i>The reason for this application:</i> <i>Please provide as much relevant detail as you can</i></p>

The maximum amount that can be awarded is 50% of the cost of the Activity. Any award from this fund will only be made for a maximum period of one academic year and is subject to the student attending all lessons (apart from authorised absences). A new application must be completed each year and accompanied by appropriate evidence.

I agree to immediately notify the school if my financial circumstances change.

Parent signature: _____ Date: _____

Please return this form to the school in a closed envelope marked 'private and confidential' for the attention of Mrs Boyle, Business Manager. You will receive a response in writing within four weeks of submitting your application.

For Office Use

Decision from Governors Committee:

Date