



Charging Policy

Reviewed: June 2016
Next review: June 2017

Charging Policy

The law on charging in connection with education in maintained schools is set out in the Education Acts. Individual governing bodies are required to determine and keep under review a policy in respect of charging and remission arrangements. No charge may be made by the governing body unless it has drawn up a statement of its policy. The Education Reform Act 1988 established the basic principle that the education by any maintained school for its registered students should be free of charge.

Exceptions to the above approved by the governing body are as follows:

1. Musical Instrument Tuition within School Hours

Individual and group tuition in playing a musical instrument will be charged for, provided that it is not part of the National Curriculum, or part of a public examination syllabus being followed by the student. Charges will be made for sheet music, certain musical instruments or their hire. Charges will be in accordance with the scale as approved from time to time by the Local Authority.

2. 'Finished Products'

A charge may be levied to cover the cost of materials/ingredients for subjects such as design, or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

3. Board and Lodging

Where a school activity requires students to spend nights away from home, the academy will make a charge for board and lodging in all cases, whether or not the residential trip is deemed to have taken place in school hours. The charge will not exceed the cost of the board and lodging provided for each student involved. Where a trip is deemed to have taken place outside Academy hours and is not required for the purposes of a prescribed public examination, charges not exceeding the cost may also be levied for travel.

4. Public Examinations

The following charges will be passed on to parents/carers:

- i. The charge made by an examining board where a parent/carer asks for an examination result to be re-scrutinised;

- ii. The cost of entering the student for an examination where the governing body agrees to enter a student for a prescribed public examination for which he or she has not been prepared by the academy;
- iii. the examination fee where a student, with parental agreement, is entered for a public examination which is not prescribed by the Secretary of State and which is not on the Authority's approved list for payment of fees;
- iv. The examination fee where a parent insists on entering a student against the advice of the academy.
- v. The examination fee for entering a student to re-sit an examination where the academy has already paid for the original entry.
- vi. Where a student fails, without good reason, to complete the examination requirements for any public examination for which the governing body has paid, or is liable to pay a fee, then the fee will be recovered from the parents.

5. Optional Extras (i.e. outside Academy hours)

A charge will be levied for an activity, defined under legislation as an "optional extra", which is provided wholly or mainly outside Academy hours. Such charges will not exceed the cost of providing the activity, divided equally between the students participating. Prior written agreement must be obtained from the parents or carers of students involved in an optional activity for which a charge is to be made.

6. Education Partly During Academy Hours

Charges will be made for visits that occupy more than 50% of the time out of normal Academy hours. This includes travelling time. Where more than 50% of the visit takes place during Academy hours, no charge will be made. If residential accommodation is involved, a charge will be made for that accommodation.

7. Application of 50% Rule

Where the 50% rule is applied to residential visits, calculations are based on "sessions". Sessions are defined as from 0.00hrs to 12.00hrs and 12.00hrs to 24.00hrs. If the number of sessions outside Academy hours exceeds the number of sessions inside Academy hours, charges can be made. e.g. a visit taking place from a Friday (if it is a full Academy day) through to Sunday evening, would involve two sessions in Academy hours and four out of Academy hours. Charges can therefore be made.

8. Voluntary Contributions

The Academy wishes to continue with the important work and experience derived from off-site visits. In order to overcome the financial difficulties that exist, voluntary contributions will be requested for any visit taking place during school hours. The Academy will suggest to parents an appropriate amount for a voluntary contribution but cannot insist on payment. No student will be prevented from taking part in the visit if a contribution is not forthcoming, or has been insufficient to cover the individual cost for that student.

Where insufficient money has been contributed collectively to cover the cost of the visit, the Academy may cancel the visit and return all the contributions made. Where contributions are made in excess of the requested sums, a clear determination must be made to all parents about the disposal of the surplus money.

Charges for optional extras for which voluntary contributions will be sought can include:

- i. the student's travel costs;
- ii. the student's board and lodging costs;
- iii. materials, books, instruments and other equipment;
- iv. non-teaching staff costs;
- v. insurance costs;
- vi. the cost of engaging a teacher specifically for the activity.

9. General Notes

9.1. Damage and Replacement

Within the Academy's disciplinary code, compulsory charges may be made by the Academy for replacement of broken windows or fittings, defaced or damaged text books or any other damage or loss occurring as a result of student's bad behaviour. The Academy is empowered to recover this loss and resultant costs as a civil debt.

9.2. Unpaid Charges

Those unpaid charges which are legally recoverable will be recouped, together with resultant costs as a civil debt.