



## ST IVO SCHOOL

# Charging Policy

Approved: October 2015, Governors Finance Committee

Next review due: October 2018

### Activities during school hours

- 1) No charges are to be made for education provided at the School during, or mainly during, school hours, except for –
  - a) Musical instrument tuition; and
  - b) Board and lodging on residential trips.
- 2) Charges may be made for musical instrument tuition, either individually or in groups or up to four students, but not if the teaching is an essential part of a public examinations syllabus being followed by the student. Charges for musical instrument tuition will not exceed the cost to the School.
- 3) Voluntary contributions may be requested for activities offered during normal school hours. All activities offered during school hours will be made available to all pupils, regardless of the ability or willingness of their parents or carers to make contributions. However, where voluntary contributions are requested, an activity may not take place if insufficient contributions are received.

### Activities outside school hours

- 4) The School may charge for activities which take place outside, or mainly outside, school hours, except for activities which are –
  - a) A necessary part of the National Curriculum; or
  - b) Form part of the School's basic curriculum for religious education; or
  - c) An essential part of the syllabus for a public examination for which the School is preparing the student.
- 5) Charges for such activities will not exceed the actual costs incurred by the School in connection with the activity, including the costs incurred in engaging teachers to supervise the activity, divided by the number of students taking part.

### Residential activities

- 6) For residential activities taking place out of school, the School may charge the cost of board and lodging for students, except for students whose parents are receiving –
  - Income Support
  - income-based Jobseekers Allowance
  - income-related Employment and Support Allowance
  - support under Part VI of the Immigration and Asylum Act 1999

or similar benefits. Parents who are in receipt of Child Tax Credit may also be entitled to waiver of charges.

- 7) Charges will be made for travel costs in connection with residential activities away from school, except residential activities –
  - a) Taking place mainly during school hours; or
  - b) Which are necessary parts of the National Curriculum or the School's basic curriculum for religious education;

or

- c) An essential part of the syllabus for a public examination for which the School is preparing the student.
- 8) Where charges are not made for residential activities, voluntary contributions may be requested.

#### **Examination charges**

- 9) No charges will generally be made for entering pupils for public examinations for which the student has been prepared at the School, but the Headteacher shall have the discretion to make a charge for examination entry where –
- a) The student was not prepared for the examination at the School; or
  - b) The School has, for educational reasons, determined that the student should not be entered for the examination, but the student's parent or carer has requested such entry, notwithstanding notification of such reasons.
- 10) The Head teacher also has the discretion to request reimbursement of examination entry fees from a student's parents or carers, where the student fails without good reason to complete the prescribed course for any examination, or to attend or sit the examination.

#### **Breakages**

- 11) The School has the right to ask a student's parents or carers to pay for the cost of breakages or damaged books, equipment or other articles, where the breakage or damage is a result of a student's misbehavior or carelessness.

#### **Voluntary contributions**

- 12) The School may request voluntary contributions from parents or carers for any activity for which a charge may not be made. Any such request should make it clear that contributions are voluntary, but may state that, if the contributions received are insufficient, the activity may be cancelled.
- 13) Voluntary contributions may be requested to cover –
- a) The costs directly incurred by the School in connection with the activity;
  - b) The costs incurred by the School in administering arrangements for the activity, and facilitating the activity taking place;
  - c) The costs incurred in connection with the activity by teachers or other responsible adults who supervise the activity; and
  - d) The costs of consumable items used in connection with any activity, where the finished product is available for students to consume or take home.

#### **Remission of charges**

- 14) The Head teacher has the discretion to waive or reduce any charges properly made or any voluntary contributions paid or promised. Any request by a parent or carer for waiver or remission of charges or voluntary contributions will be treated in confidence.

#### **Statutory provision**

- 15) This policy shall be interpreted consistently with all statutory provisions and statutory guidance from time to time in force relating to charging for school activities. This policy will be reviewed by the Finance Committee on behalf of the Governing Body from time to time, and in the event of any change in relevant statutory provisions or guidance.