

# HOWDEN SCHOOL



## Charging Policy

### Context Statement

Whilst no student should have access to the curriculum limited by charges, we have to operate within the constraints of the school budget. Charges will be levied in certain circumstances as outlined below.

### Policy statement

#### 1) School Trips

Charges in the form of voluntary contributions may be requested from parents for visits which take place mainly during school hours, although no student may be excluded from a visit because of unwillingness or inability to pay. Visits which take place mainly outside school hours are chargeable provided they are not an essential part of the curriculum or part of an examination course.

For residential trips which are essential to the National Curriculum or in preparation for prescribed examinations, a charge will be levied for board and lodging.

For residential trips which are not essential to the National Curriculum or in preparation for prescribed examinations, a charge will be levied up to the full cost of the trip, including travel, board and lodging, staff costs, materials and resources and insurance.

Trips and visits cannot run at a loss and advice should be taken to ensure that all costs are taken into account when setting a price.

There are two categories of visit when calculating the type of charge which can be levied, according to the "50% Rule", as follows.

Where less than 50% of the visit time is outside school hours, it can be charged as an optional extra, requiring voluntary contributions, although the board and lodgings can be charged in full. Where more than 50% of the visit is outside school hours, then it can be charged in full as an optional extra.

In such cases, letters to parents must include one of the following statements:

- For an optional extra: "The visit is classed as an 'optional extra' and the school is allowed to make a charge in full. The visit will cost £...."
- For a voluntary contribution: "Under the conditions of the 1997 Education Act, the school requests a voluntary contribution of £.... If you wish your child to participate in this visit. The contribution is voluntary, but the visit will only take place if parents who wish their child to take part agree to pay the voluntary contribution. Please indicate your agreement on the attached reply slip"

#### 2) Examination Entries

No charge will be made for examination entries associated with courses studied as part of the agreed school curriculum, with the following exceptions:

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

A charge will be levied in respect of examination entries for students where the school has prepared the student for the examination and it considers that for educational reasons the student should not

be entered and the student's parent/guardian wishes the student to be entered (or student him/herself when over 18 years old). In these circumstances, if the student subsequently passes the examination, the school may refund the cost.

A charge may be levied for students re-sitting an examination.

A charge will be levied where a student fails without good reason to attend the examination or 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 fee.

### **3) Materials and Textbooks**

Course-related textbooks and exercise books are provided free of charge. In some subjects, additional resources, books and revision guides are available, for which a charge is made.

Where a student 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, students usually provide their own ingredients, but if the student forgets, then the school may provide the ingredients and levy a charge.

### **4) Music Tuition**

The school levies charges in respect of individual music tuition, including that provided by peripatetic music teachers and group music tuition up to and including 4 persons. This is reviewed annually with the Schools' Music Service.

### **5) Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or that form an essential part of the syllabus for an approved examination.

If a student is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, including those related to extended services provision, a charge may be levied to cover the costs of staffing, facility hire and resources.

### **6) Damage/ Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will reflect the cost of replacement or repair, or a proportion of the cost as decided by the Headteacher.

Similarly, a charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school.

The school Business Manager should be informed so an invoice can be prepared to send to parents.

### **7) 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 make a contribution towards the cost of the activity. Students 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 be cancelled.

#### **8) 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 school's Business Manager.

#### **9) Other Charges**

The Headteacher, Business Manager or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report.

#### **10) Remissions Policy**

The Headteacher, Business Manager or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances. They may also decide not to levy charges in respect of a particular activity, if it is deemed to be reasonable in the circumstances.

Governors are obliged to remit the full cost of board and lodging to parents who are in receipt of Income Support where a residential visit takes place mainly during school hours.