

Hall Cross School

Charging Policy

Date Approved:	30 November 2009
By Whom:	Finance and Resources Committee
Review Date:	Autumn 2010
Responsible Officer:	Business Manager

Hall Cross School

Charging Policy

This Charging Policy informs staff and parents about charging for school activities. It conforms to guidance included in the Fair Funding Scheme for Financing Schools and the Guide to the Law for School Governors.

The school's charging policy is based on the following:

- That no charge is made for provision of education during school hours, except where teaching individual pupils or groups of up to four to play a musical instrument, if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil.
- No charge is made for activities that are an essential part of the syllabus for an approved examination.
- The school operates the discretion to invite parents to make voluntary contributions for school time activities.
- Charges are made for activities that take place outside of school hours, when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

Charging for School Activities

Charges are made as follows and are levied at the discretion of the Governing Body.

School Visits

Costs incurred for the board and lodging element of residential trips during school time are passed on to parents, subject to the remissions policy.

Costs incurred for residential or other visits held out of school times that are regarded as 'optional extras' are passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or religious education, then only the board and lodging element is billed.

Parents are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved. It also includes information on who might qualify for help with the cost.

Examination Entries

The cost of examination fees, where the examination preparation has not been carried out at school, may be charged to parents.

Where in the opinion of the Head and Governing Body, there are educational reasons for not entering a pupil for a particular examination, should the parent still wish to enter the pupil, then the fees will be recovered.

Examination fees will be recovered where the pupil fails to take the final examination, without good reason.

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

Materials and Textbooks

Parents are charged for, or asked to supply ingredients or materials for craft or home economics lessons when they have indicated, in advance, if they wish to own the finished product.

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

Music Tuition

Charges are made for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Activities Outside School Hours

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

For all other activities outside school hours, a charge up to the cost of the activity will be made.

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 be the cost of replacement or repair, or such lower cost as the Headteacher may determine.

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 charge to be the cost of replacement or repair, or such lower cost as the Headteacher may determine.

Voluntary Contributions

Where voluntary contributions are sought the following points are taken into account:

- Contributions from parents are only considered where the schools own resources are known to be inadequate to meet the desired range and level of service to be offered to pupils.
- All requests to parents for contributions make it quite clear that the contributions are voluntary.
- Where voluntary contributions are invited no pupil is left out of an activity because his or her parents inability to make a contribution of any kind.
- Voluntary contributions are sought from parents in receipt of Income Support or Family Credit in line with the remission policy.

Lettings

Please see lettings policy.

Student Car Parking

Fifteen car parking spaces are offered to sixth form students on a termly rotation basis. A charge is made for each space.

Lockers

Lockers are available for the sixth form students; a termly charge is levied, as well as an additional deposit.

Other Charges

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

Remissions of Charges

Charges are not made for the board and lodging element of residential activities where the parent/guardian of a pupil is in receipt of the following benefits:

- Free school meals
- Income support
- Income based jobseekers' allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,040)
- Guarantee element of the State Pension Credit

Advice is taken from Pupil Support and Transport Section of DMBC annually for any changes in these requirements.

In these cases the claim forms SJ1 and SJ2 for remission of Board and Lodgings Costs are completed and submitted to the Transport and Pupil Support Section.

Activities arranged by a third party

Activities arranged by an outside organisation may be subject to a charge. Such arrangements do not need to meet the criteria on charging or remission of fees.

Where such visits would entail approval of leave of absence for pupils and teaching/non-teaching staff involved, full details will be submitted, through the Governing Body, to the LA, for approval.

The Headteacher, Finance and Resources Committee or Governing Body may remit in full or part, charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance and 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.

Students and parents have the right to appeal against a decision either to the Headteacher, Chair of Governors, or Chair of the Finance and Resources Committee.