



**POLICIES AND PROCEDURES**

**CHARGING POLICY**

**Version 1**

## Charging Policy

We are permitted to make charges for school activities only within the provisions of the 1988 Education Reform Act. A detailed description of these provisions is available from the school office, but essentially the principles are:

- 1.1 Education in maintained schools should be free of charge.
- 1.2 Activities taking place within school hours are, by definition, part of the pupils' education and may not be subject to charges, BUT the school has the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school.
- 1.3 If contributions are requested, there must be no obligation to contribute, and pupils will not be treated differently according to whether or not their parents have made any contributions.
- 1.4 The school has the discretion to charge for "optional extra" activities provided wholly or mainly out of school hours.
- 1.5 If a third party provides an activity they have a separate contract with the parents and may be charged all costs including those of accompanying teacher (please see note 'organising school visits').
- 1.6 Individual tuition in the playing of a musical instrument is deemed not to be basic education and may always be subject to charges, unless part of an exam syllabus or NC requirement.
- 1.7 Neither pupil nor parents may be required to pay for any books, materials, instruments or other equipment for use in connection with education provided during school hours. However, it is sensible to encourage parental support in the purchase of such items should they wish.
- 1.8 Ingredients, materials, etc. for practical subjects must be provided by the school but parents may be encouraged to contribute on a voluntary basis. The school may charge for, or require, the supply of ingredients and materials if parents have indicated in advance a wish to own the finished product.
- 1.9 Examination fees are normally paid by the school but there are circumstances whereby parents may be required to pay fees (refer to the Examinations Officer for details).
- 1.10 The school may ask parents to pay the cost of breakage and damage to items such as broken windows, damaged or lost text books, especially if this is a result of a pupil's behaviour.

## Organising School Visits

It is essential that any member of staff, who is considering organising a visit, either in or out of school hours, liaises with the Operations Manager and follows trip protocols. The lead person will be required to complete trip proposal, trip spending (available from the Operations Manager) and a 'leave of absence form' (available from the Cover Manager). These must be submitted to the Senior Leadership team for approval via the Operations Manager.

- 2.1 An activity is deemed an 'inside' activity if it is:
- a) wholly within a school session (i.e. local fieldwork),
  - b) more than half the time, excluding travel, in a school session (Work Experience, Alton Towers),
  - c) if residential, more than half the number of half days includes a school session.
- 2.2 An activity is deemed an 'outside' activity if:
- a) more than 50% of the time is spent on the activity falls outside session times (i.e. theatre trip),
  - b) optional extra activities taking place wholly outside school session trips (e.g. half term ski trip).

All trips must be registered on Evolve. The LA receive the information through EVOLVE where they are processed and a response is sent back to the Head teacher and the lead trip organiser. The Operations Manager maintains a folder of all trips and associated risk assessments and this is taken for inspection to the Full Governors' meeting every half-term.

Lists of pupils and staff on all such trips must be publicised to the whole staff in advance of the trip.

Arrangements must be made to provide full insurance cover (further details from the Finance Officer).

Residential and outside activity trips must have a contact person in school or at home in cases of emergency.

For further information on managing school trips, please see the Event Management policy.

In organising a school trip where charges or voluntary contributions are requested, the organiser must prepare a financial plan for the trip showing estimated expenditure and income and ensure that this has been approved by the Personnel Officer. Whilst it is reasonable to build in a small additional contribution to allow contingency for unexpected expense, families should not be over-charged and no trip should be planned to create a profit. Where profit is made, the monies should be divided up and returned to parents of those on the trip.