

Roundwood Park School



Charging Policy Reviewed March 2017 (Resources Committee)

1. The Governors are required by the Education Act 2011 to prepare this document setting out their policies for charging for school activities, and for remitting these charges. This policy takes guidance from the DfE document 'Charging for School Activities' Nov 2013.
2. The Governors recognise the valuable contribution that the wide range of additional activities, including sports, clubs and societies, music, trips and residential visits can make towards students personal and social education. The Governors aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.
3. The Governors may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy document precludes the Governors from inviting parents/carers to make a voluntary contribution towards the cost of providing school activities.
4. The policy document will be provided to parents/carers when their child first joins the school and it will be available to parents/carers on request at any time.
5. In the policy document, school hours exclude lunch break, and are those school hours notified by the Headteacher to parents/carers from time to time.
6. The Governors reserve the right to charge for activities which take place wholly or mainly outside school hours and which are not part of a public examination syllabus, or the National Curriculum, or for religious education. The charges shall be remitted for students whose parents/carers are in receipt of Universal Credit in prescribed circumstances; Income Support; Income based Job Seekers Allowance; support under part VI of the Immigration and Asylum Act 1999; Child Tax Credit provided to a parent and their annual income, assessed by the Inland Revenue, does not exceed the yearly limit eg.£ £16105 (2015/16) the guaranteed element of State Pension Credit. The school policy on charging for activities will aim to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent/carer.
7. The Governors reserve the right to invite parents/carers to make a voluntary contribution towards the cost of board and lodging on residential trips which take place in school hours, or are part of a public examination syllabus, or the National Curriculum, or for religious education. The students of parents/carers who are unable or unwilling to contribute will not be discriminated against (See 6). Where there are not enough voluntary contributions to make the activity possible, and the shortfall cannot be met, then the activity will be cancelled. Any trip that results in a surplus contribution of 10% (min £15 per student on the trip) will be refunded.
8. The Governors reserve the right to charge for individual instrumental music tuition, in or out of school hours. This charge includes teaching costs, sheet music costs, and hire and insurance of the musical instrument. Where tuition is

part of public examination syllabus or the National Curriculum, a 20 minute lesson is provided. The governors reserve the right to ask for contributions towards some or all of the cost to the school. An additional charge will be made if a student fails to attend these lessons on a regular basis. All lessons will be invoiced in advance. The charges may be remitted in cases of hardship on the advice of the Headteacher.

9. The Governors reserve the right to refund outstanding catering balances only on request for amounts over £5.
10. The Governors reserve the right to charge for public examination fees where a student fails to complete the examination requirements, for example by failing to complete the course work or failing to sit the final examination, without good reason. Absence due to illness certificated by the student's doctor will be accepted as a good reason.
11. The Governors reserve the right to charge for public examination costs, including costs of preparing for the examination outside school hours, where the examination is not prescribed in regulations made under the Education Act 2011.
12. The Governors reserve the right to charge for the costs of re-sitting public examinations where no further preparation has been provided by the school since the examination was first taken.
13. The Governors reserve the right to charge for the cost of any scrutiny of examination results if so requested by parents/carers.
14. The Governors reserve the right to charge for materials, ingredients, equipment etc. needed in practical subjects, where parents/carers have agreed in advance to own the finished products. Where such costs are likely to exceed £50 a year in any subject, parents/carers will be notified of likely costs at the commencement of the course.
15. The Governors reserve the right to charge for damage to or breakages of school premises, books, equipment etc. caused by a student's behaviour.
16. The Governors reserve the right to charge deposits for keys, equipment and for other school property.
17. The school may make a charge for providing services. This includes but is not limited to photocopying, printing, postage and copies of publications. These services will be provided at cost unless otherwise stated. These charges will also be relevant in relation to requests pursuant to the Data Protection Act 1998 and Freedom of Information Act 2000.
18. The Governors reserve the right to charge for such other items/activities as and when they see fit.