



Charging Policy

Date Written	Reviewed	Approved by Governors on	Signature of Chair of Governors	Next review
Jan 2017	April 2018	April 2018		April 2020

Policy for Charging

Rationale

No child should have their access to the curriculum limited by charges.

Guidelines

- The school will establish and maintain a fair and coherent system of charges within the constraints of the school budget.
- It will ensure that charges will not be made for any activity which forms part of a prescribed examination, syllabus or in fulfilment of National Curriculum requirements.
- Instrumental music tuition and/or loan of instruments may be compulsorily charged, unless it is part of a public examination, or national curriculum course.
- It will meet the cost of examination subjects within the school, unless the schools' entry criteria is not reached, in which case parents may be asked to pay entry fees which will be refunded if grades are reached within the subject. A pupil may choose to re-sit an exam to try and improve the grades achieved. In this case there may be a charge for the exam entry.
- No child is excluded from any activity because of their inability to pay.

The Headteacher

- The Head Teacher will ensure that a broad programme of trips and activities are accessible to all pupils.
- The Head Teacher will make every attempt to secure funding for trips and activities.
- The Head Teacher will make parents, teachers and pupils aware that the school is entitled to cancel school trips if the level of contributions does not meet budgetary requirements.
- The Head Teacher will include any insurance costs in charges for trips and activities.

Staff

- Staff will ensure that parents are informed well in advance of any chargeable activity.
- Staff will ensure that complete confidence is observed, on the subject of grants to cover any activity where grants have been issued to pupils whose parents are in receipt of income support, or working families tax credit.

Parents

- Parents will be asked for voluntary contributions for full or partial costs of materials or ingredients needed for practical subjects and trips which take place within school hours.
- Parents will be made aware, from the beginning, that grants are available, where necessary, for all chargeable school activities.