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# Charters School

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## Charging Policy

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Updated June 2010

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# Charging Policy

Approved on 28.6.10 Minute number 341/10

Review Date June 2011

Statutory or recommended? Statutory

Clerk to Governors to indicate where information is to be displayed

Website ✓ First Class ✓ Folder ✓

Approved by Finance and Staffing committee

# Charging Policy

The Charging Policy at Charters School is in keeping with appropriate legislation

## **No charges will be made for admission to the School.**

- 1 The School authorities are proud of the excellent facilities and opportunities available to pupils, and of the high standards achieved, and it is anticipated that parents will wish to contribute to the School Fund. We will encourage parents to Gift Aid their contributions, thereby enabling the School to reclaim the tax from the Inland Revenue, thus considerably increasing the value of contributions. The funds generated are used to help meet the costs of providing those extra facilities for our pupils not normally covered by government grants. Donations by parents to the School Fund will also enable charges for activities to be kept to a minimum.
- 2 No charges will be made for activities which take place wholly or mainly during normal hours when the School is in session except in the case of individual musical instrument tuition which is not a requirement of a syllabus for a prescribed public examination or of the National Curriculum.
- 3 The School strongly values the extra curricular activities and similar experiences which, it is believed, enhance the educational process.

The cost of activities which take place wholly or mainly outside normal hours must be met in full by parents, except where the activity fulfils the requirement of a specification for a prescribed public examination or of the national curriculum. Sometimes the cost might be reduced by fund raising or by subsidy from the School Fund.

The cost of providing board and lodging for pupils taking part in residential activities, during or outside normal hours, must be met in full by parents, except for parents who are entitled to free school meals.

The cost of activities which involve all the students on a course and which take place wholly or mainly during normal hours will be met by seeking a voluntary contribution from parents. Any activity for which parents are invited to contribute will only proceed if the total costs of the activity can be met and hence, in certain instances, if voluntary contributions are inadequate, the proposed activity might have to be cancelled.

- 4 The School authorities desire that all pupils should be able to benefit from educational activities available regardless of parental income. Hence, parents are assured that in the case of genuine financial difficulties they should discuss the matter, in the strictest confidence, with the Headteacher, who may be able to advise about additional funding and provide assistance from the School Fund.

## **Public examinations**

The School will pay the entry fees for a public examination for a pupil whom the School has prepared for that examination, except in the case of an examination re-sit in which case the cost must be met in full by the parents.

When the School agrees to enter a pupil for an examination for which the pupil has not been prepared by the School, the cost of entry must be met in full by the parents.

If a pupil fails to sit a public examination or fails to complete coursework for an examination without good reasons, the fees for which are normally paid by the School, the fee will be recoverable from the parents.

The School reserves the right not to enter a pupil for any examination if it is judged that there is good reason to do so. The Headteacher will remain arbiter of the circumstances which constitute *good reason*.

## **Books and Other Materials**

### **Years 7 - 11**

Books and other materials are provided free of charge and remain the property of the School.

- Parents may be charged for defaced, damaged or lost books and workbooks
- Parents may be asked to meet the cost of damage to School property
- Parents will be charged for any wilful damage to School property
- Parents will be charged for ingredients or materials used in practical subjects and the finished product will become the property of the pupil

### **Year 12 – 13 as above and in addition**

- Parents will be asked for a £50 returnable deposit towards the cost of defaced, damaged or lost books
- Parents may be asked to purchase a white coat for pupils studying science subjects
- Parents may be asked to purchase one text book per subject

## **Additional Equipment**

Heads of Department and Heads of Faculty are empowered to request the provision of additional materials and equipment by parents.

Parents are also requested to provide or pay for the following:

- Scientific calculator
- A dictionary
- Sketchbook and portfolio
- Technology materials and folder
- Subject revision guides
- Where a workbook is provided and written in by the pupil, parents will be requested to pay for the workbook.
- Specialist kit for dance, sports and drama productions

These are examples, there may be additional items.

Parents will receive a letter from the school when funds are requested to support any school activity.

*(The above, as well as items of stationery eg, pens, pencils, erasers, rulers etc, are available from the School at prices usually much lower than available commercially.)*