

# The King's C of E School

## CHARGING POLICY

### **Mission Statement**

#### **'Aspire, Believe and Achieve Together'**

So that all members of the School community can...

- Learn and worship in the name of God - Father, Son and Holy Spirit - revealed in the life, death and resurrection of Jesus Christ and value, respect and celebrate all faiths and cultures.
- Believe in themselves and become successful adults – developing their vision, faith, ambition and aspirations.
- Develop a resilience and inner strength to overcome life challenges.
- Embrace life-enriching experiences and make well-informed lifestyle choices that promote health and wellbeing.
- Develop thinking skills and transferable skills, working in partnership to become life-long learners.

### **INTRODUCTION**

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance has been written to provide information and complements the information given in "A Guide to the Law for School Governors" and accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms.

The Governing Body of The King's C of E School sets out the policy on charging and remissions for school activities and relevant amendments will be made as and when required.

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

The broad principles are:

- i. that no child will be disadvantaged by being unable to pay
- ii. that the details of the policy are communicated to parents/guardians and the community

### **SPECIFIC CHARGING**

#### **SCHOOL FUND**

Legislation does not prevent the School Governing Body from asking for voluntary contribution for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the Governing Body or Principal should make this clear to parents at the outset. The Governing Body or Principal must also make it clear to parents that there is no obligation to make any contribution.

A contribution of £10 for the term or £25 for the whole year, is requested from the youngest child of each family. These funds are used to support a range of student activities, including educational visits.

If any parent is unable to make a payment of £10 in one amount, smaller instalments per fortnight are acceptable. The contribution is voluntary.

## EXAMINATIONS

The Principal has the delegated responsibility to decide whether students are entered for particular examinations (see examination policy). All student examination fees for first entry for approved subjects, are remitted and paid for from the School budget.

Any examination re-sit entries for students up to the end of Year 11 or through recommendation of a CTL for an approved subject will initially be charged however, where candidates are either unable to pay the total entry fee immediately or through hardship unable to pay all the fees, the Business Manager will either arrange payments by instalments or reduced payments.

The Governing Body has the authority to charge for examination entries in certain circumstances. These include:

- i. Should a re-sit be prescribed for candidates in Years 11, 12 and 13 or through a parental request, a charge for the full examination fee for each re-sit will be levied, unless there are mitigating circumstances ie. staff absence, or student illness. Where candidates are either unable to pay the total entry fee immediately or through hardship unable to pay all the fees, the Business Manager will either arrange payments by instalments or reduced payments.
- ii. Candidates who fail to complete course work after entries are made or miss an examination paper without a valid reason as recognised by the Examination Boards, will be charged the wasted examination fee.
- iii. External candidates will be charged the full examination fee.

## VISITS

No child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit and at the outset, parents should be made aware of what the policy for allocating places on school visits will be.

Staff organising any school visit will consult the Staff Handbook to ensure that the proposed arrangements are within the School and LA Guidelines.

- i. Non-residential visits which form an **essential** part of a programme of study will be funded. Such visits will be built into courses well in advance and for each Financial Year [April to March] general approval for such courses should be confirmed when other capitation requests are being made. If confirmed, adequate funding will be made available.
- ii. Other visits may also be funded, fully or partially, depending on the desirability of the visit and available funds. General proposals should be submitted in March whenever possible, as it assists with the arrangement of an equitable distribution of the limited funds available.
- iii. Even when visits are to be paid for entirely by voluntary student contributions, approval is needed before any arrangements can be made, in order not to place undue pressure on parents.
- iv. Visits to be arranged on the basis that parents are asked to either pay full costs or a contribution towards the full cost, may be cancelled if the total income does not meet the proposed cost.
- v. In the event of a student or parent indicating financial hardship, the Pastoral Team Leader should immediately be informed. He/she will then make any necessary arrangements to establish the nature of the difficulty and subsequently inform all Heads of Curriculum of the situation; thus avoiding the need for parents to declare such potentially embarrassing problems on each proposed visit.

Where a group contains students from other schools, different arrangements apply:-

- vi The school organising the visit is responsible for all the arrangements, including any subsidies for all students equally, except in the case of hardship, where the student's own school takes such responsibility. The teacher organising the visit must keep all schools fully informed at all times; particularly with regard to diary and financial arrangements.

### **LETTINGS**

School lettings are charged according to the terms and conditions outlined in the 'Conditions of Lettings Policy' and reviewed at the beginning of every academic year by the Resource & Finance Committee (Appendix 1 & 2)

### **INSTRUMENTAL TUITION**

The Governing Body is authorised to charge for music tuition outside normal classroom activities. Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The new Regulations, which came into force in September 2007, provide students with greater access to vocal and instrumental tuition.

Charges may now be made for teaching either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing.

- A contribution of £50 for each individual student receiving peripatetic music tuition, including vocal lessons, will be requested at the beginning of each term.

Governors will review a request for termly contributions for either individuals or small groups.

### **14-19 EDUCATION**

A financial agreement, detailing charges made as a Learning Provider for the provision of education delivered by the School, for students who are on roll at another school in Wolverhampton will be reviewed annually. These charges will adhere to the 14 – 19 financial guidelines set out in the pricing structure based upon the EFA funding methodology. The charges will relate to the agreement with Headteachers for providing courses across a range of qualifications, in order to improve choice and create pathways through to further and higher education. The current annual charge is set at £814 per subject.

### **CHARGING FOR MATERIALS/EQUIPMENT**

Parents/Guardians of students who study practical subjects may be expected to purchase any finished products which a student wishes to own.

### **LOSS AND DAMAGE TO SCHOOL PROPERTY**

Parents/Guardians of a student who damages or loses any item of school property or equipment, are liable for the cost of repair or replacement.

### **PHOTOCOPYING**

Students are allocated a set number of photocopies per week, monitored by the ICT team.

**SCHOOL MEALS**

Charges for School Meals follow the LA recommendations and adopted by the Governing Body.

**SCHOOL CONCERTS AND PRODUCTIONS**

A nominal charge from spectators for School Concerts and Productions should be levied.

Approved by: 10.10.17 Resource & Finance Committee	Adopted by Full Governing Body:
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