



Charging Policy

Rationale

Our Charging Policy is set to reflect the current regulations concerning the provision of free education to students at the School having taken into account the Policy set by the Local Authority.

Purposes

1. To safeguard the rights of the individual student to a free education
2. To ensure that when charges are levied they are fair and equitable.
3. To ensure that no student's education is disadvantaged by their individual situation.

Broad Guidelines

1. No charge will be made for education provided during normal school hours.
2. Musical tuition, additional to normal curriculum lessons, will be charged to an individual, or group of up to four students, if it occurs during school hours.
3. Contributions from participants for activities such as field trips that occur within school hours may be sought from parents.
4. Activities run by bodies external to the School may be charged for but Governors approval to charge, and for students to be absent during school hours, must be sought in advance.
5. For activities outside school hours a charge may be levied to cover the cost of the event, but it must not yield a profit.
6. Public Examination entry and administration fees will not be charged to students unless:
 - ▲ the student is not prepared for the examination by the School (that is the exam is one for which the student has been prepared privately and the student is effectively taking the exam as an external candidate);
 - ▲ the examination is not on the set list but the School arranges for the student to take it;
 - ▲ a student takes a public examination for a second time and the governing body paid for the first examination which the student failed
 - ▲ the student enters an examination against the advice of their subject teacher
 - ▲ the student is withdrawn from an examination, after the entry fee has been incurred, for failure to meet the course criteria
 - ▲ the student does not attend an examination and there is no reasonable explanation, such as a Doctor's Certificate.
 - ▲ Retake GCSEs and A Level examination fees should be recharged to the students.
7. Materials, Books, Instruments or Other Equipment

A charge for materials may be made where a parent indicates in advance that they or the student wishes to own the finished article which incorporates the materials. Any charge will not exceed the cost of the materials. Alternatively, the parent may be required to provide the materials in question.
8. School Minibuses may only carry students of the school, staff or parents, and a charge may be made to assist in the running cost of the vehicle.
9. If a student claims a free school meal to which they are not entitled, the money will be claimed back at the current cost per day of a meal as fixed by the LA.

Conclusions

All students deserve an equal opportunity to receive a free education and as such charges should only be levied in the circumstances outlined above. Students who cannot afford the charge levied for an activity should be encouraged to approach the Governing Body, who will consider each case individually on its merits against this Policy and its Student Support Policy.

ADOPTED: 17th June 1996

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