



**The Winstanley School**

Widening Horizons | Enabling Excellence

# Charging Policy

## **Charging Policy - The Winstanley School**

The Governing Body of The Winstanley School, in conjunction with the Local Authority, supports the principle of free school education. However, under the Education Act of 1996 schools are allowed to charge for some activities and to request 'voluntary contributions' for others. The Governing Body at The Winstanley School believes that additional activities are of great benefit to students but recognises that most can not be funded from the school budget. They can, therefore, only take place on a basis of voluntary contributions from parents/carers.

### **Activities for which no charge is permitted under the regulations**

These include education provided during school hours, education provided outside school hours if part of the National Curriculum or part of a syllabus for a public examination that the pupil is being prepared for at the school, or part of religious education.

The school provides safety equipment such as goggles in Science lessons.

### **Activities for which a charge is permitted under the regulations**

The school will charge for any materials, books etc where the child will personally own them or the products created, for example, a revision guide and design materials. Ingredients for food technology come into this category. The school could not sustain the high quality of this course without the additional income.

Students are expected to have their own pens, pencils, ruler etc. These can be purchased at cost price from the Library.

Instrumental/vocal lessons in Music are also chargeable. The school will organise these at cost, seeking the best value for money possible.

### **'Optional extras'**

Charges can and will be made for some activities. These include activities provided outside the school day which are not part of the National Curriculum, a public examination syllabus or religious education. N.B. lunch-times are outside the school day. Most extra-curricular activities at lunch-time and after school at The Winstanley School are free to students. The Youth Service is currently paid from the college budget to run three lunch clubs per week. Any charge for optional

extras will be the actual cost of the activity for the individual. Participation is on the basis of parental choice and a willingness to meet the charges.

### **Residential Visits**

Charges for board and lodgings for residential visits are permitted by the regulations (though those in receipt of certain benefits are exempt). However, board and lodging is only one part of the costs of a residential visit. As such, the Governing Body has decided that the school will not charge for these separately but will instead rely on voluntary contributions (see below) from parents and carers so that residential visits can take place.

### **Voluntary Contributions-especially relevant to trips and visits**

Schools are permitted under the regulations to ask for 'voluntary contributions' in order to run activities which will benefit pupils. These range from day trips and residential visits to special events in school, for example, a visiting theatre company. Most additional activities at The Winstanley School can only take place on this basis. While in law there is no obligation to make this contribution, parents/carers are informed at the outset of a planned activity of the amount needed from each student in order for it to run. Regrettably, the activity will have to be cancelled unless parents/carers are willing to meet the cost.

### **Goods broken or lost by students**

Parents/carers are liable for and will be asked to pay the cost of replacing any goods broken or lost by students together with an administration charge. A letter will be sent home informing parents/carers of the incident and of the amount due. The school office will issue a statement of the cost and an official receipt. The governors reserve the right to take further action if broken or lost goods are not paid for.

### **Damage**

Parents/carers are liable for and will be asked to pay the cost of replacing broken windows or any defaced or damaged property, when the damage is the result of a students' behaviour, together with an administration charge. (Damage caused by reckless or deliberate action is 'criminal damage' and may involve a referral to the police). The college office will issue a statement of the cost and an official receipt. The governors reserve the right to take further action if damage is not paid for.

## **Reprographics**

Charges made for private photocopying undertaken by our reprographics department will be subject to VAT at the current rate, where applicable. The school will charge parents/ carers for copies of students' records requested and charge for copies of policies.

## **Private telephone calls and faxes-mainly relevant to staff**

All private telephone calls should be reported to Reception. Bills will be issued to individual users. Please see the office when sending a private fax.

## **Hardship**

The school may be able to offer some support in cases of hardship.

It is possible to make flexible arrangements, for example, for costs to be paid over a longer time by instalments. Parents/carers should contact the college Manager. Failure to maintain any agreed instalments may result in the college taking further action.