

## PERCY HEDLEY EDUCATION SERVICES

### Charging Policy

#### Introduction

1. This charging policy has been compiled in line with DfE requirements.

#### School Trips

2. **Day trips** - A contribution may be levied in respect of day trips that take place during school/college hours or are part of the curriculum in order to support the school/college in its commitment to provide pupils/students with a wide variety of experience linked to the curriculum, learning and the development of independence.
3. **Residential trips** - For residential trips which support the curriculum, statutory religious education or in preparation for prescribed examinations, a charge will be levied for board, lodgings and travel where appropriate.

If the amount of school/college time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodgings.

#### Examination Entries

4. A charge will be levied in respect of examination entries for pupils/students where the school/college has not prepared the pupil/student for the examination.
5. A charge will be levied in respect of examination entries for pupils/students where:
  - the school/college has prepared the pupil/student for the examination but it considers that for educational reasons the pupil/student should not be entered, and;
  - the pupil/student's parent/carer wishes the pupil to be entered (or pupil him/herself where appropriate).

In these circumstances, if the pupil/student subsequently passes the examination, the school/college may refund the cost.

7. A charge may be levied for pupils/students re-sitting an examination.
8. A charge will be levied where a pupil/student fails without good reason to complete the requirements of any public examination where the

school/college paid or agreed to pay the entry fee.

9. The charge levied in 6 – 8 above will be the cost of the examination entry, plus any applicable centre.

### **Materials and Textbooks**

10. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of food technology the school/college will not levy a charge for the ingredients. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge will be made.

### **Activities Outside School/College Hours**

11. No charge will be made for activities outside school/college hours that are part of the National Curriculum or religious education, or that from an essential part of the syllabus for an approved examination.
12. If a pupil/student is prepared outside school/college hours for an examination that is not set out in regulations (the full list of which is available from the school/college), a charge will be levied for tuition and other associated costs.
13. For all other activities outside school/college hours, a charge may be levied depending upon the costs involved.

### **Damage/Loss to Property**

14. A charge will be levied in respect of willful damage, neglect or loss of school/college property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or such lower cost at the Head of School may decide at her complete discretion.
15. A charge will be levied in respect of willful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school/college. The charge will be the cost of replacement or repair, or such lower cost as the Head of School may decide at her complete discretion.

### **Voluntary Contributions**

16. Where the school/college cannot levy charges, and it is not possible to provide for the additional activities/services/items within the resources ordinarily available to the school/college, the school/college may request or invite parents/carers to make a contribution towards the costs. Pupils/students will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request or invitation. If insufficient voluntary contributions are received then the provision of activities/services/items may be cancelled.

## **Lettings**

17. The school/college will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by senior staff.
18. The Head of School or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OfSTED report.

## **Remissions Policy**

19. If the parent/guardian of a pupil/student is in receipt of benefit support charges in respect of board and lodging will be considered in order to avoid family hardship and remitted in full. This is at the discretion of the Head of School.
20. The Head of School or Governing Body may remit in full or part charges in respect of a pupil/student, if it feels it is reasonable in the circumstances.
21. The Head of School or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

