



## CHARGING POLICY

Status	Statutory	Date created	November 2008
Any other statutory names for this policy (where applicable)		Date last reviewed	November 2018
Responsibility for this policy (job title)	Support Staff Director	Frequency of review	Annually
Governors' Committee with responsibility for its review	Resources Sub Committee	To be put on the school website? (Yes/No)	Yes
Approval : At sub committee level			

### Introduction

1. The principal aim of this policy is to ensure that every child is allowed access to all aspects of the education provided by the school regardless of the financial situation of their family. That said, many aspects of the activities at AHS require funding beyond that provided by the government and so those families which can support these activities through donations should be encouraged so to do. This policy sets out how and when donations or other charges will be requested. The policy is written within the requirements of current legislation.

### Policy Provisions

2. Activities Within School Hours<sup>1</sup>. Where activities take place in school session time, parents will be invited to make voluntary contributions towards the cost of the activity, unless arrangements are being made by a third party. A pupil will not be debarred from taking part in the activity because her parents cannot, or will not, make a voluntary contribution, but the lack of adequate contributions or other funding will lead to the whole activity being cancelled.

3. Third Party Activities. Where activities taking place in school session time are arranged by a third party, leave of absence will be granted. Payment by parents will be made directly to the third party.

4. Activities Outside School Hours. Where activities take place outside school session time, charges will continue to be levied, where appropriate.

5. Materials Used at School. Appropriate charges will be made for ingredients and materials where parents have indicated in advance that they wish to own their daughter's finished work.

6. Examination Fees. All additional costs for resits of GCSE and GCE examinations will usually be charged to the candidate. Similarly, the cost of "Enquiries After Results" (such as requests for re-marking of papers) must be paid for by the candidate at the time of the request. If a girl fails without good reason to complete the examination requirements for any public examination, then parents will be liable to meet the examination entry fee. Failure to complete the examination requirements might include failure to complete the course work requirements and/or failure to sit the final

<sup>1</sup> A non-residential activity is deemed to take place during school session time if 50% or more of the period spent on the activity occurs during school hours, i.e. 8.45 am – 3.30 pm, excluding the lunch hour.

examination(s). The school may accept requests from former pupils in the year after they leave the school to resit GCE modules previously taken at the school. In such cases the school will charge the candidate the full cost of the examination fees together with a flat rate<sup>2</sup> per exam entry to cover invigilation and administration costs.

7. Loss and Damage<sup>3</sup>. Parents will be required to meet the cost of lost textbooks, and of breakages and damages where this is a result of their daughter's unreasonable behaviour.

8. Music Fees<sup>4</sup>. Students wishing to take music lessons during school arranged with private tuition staff will be charged at a rate agreed between the music tutors, the Support Staff Director and the Music Director to cover the full costs of provision of the peripatetic music teachers. The school will pay the tuition fees for one instrument for each student studying music at A level. Typically this will cover thirty 30-minute lessons per academic year.

9. Equipment and Uniform Sales. General equipment and uniform sales will be administered as unrestricted funds and margins will be set to cover full costs plus make a modest profit to ensure continuity of service. Other sales linked to educational activity in the classroom or on trips will be treated as restricted funds and margins will be set only to cover item purchase costs plus administration fee (see below).

10. Trips, Visits and Extra Curricular Activity. In accordance with legislation, parents will be asked to make a contribution to cover the costs the school bears in running the trip or activity. If there are insufficient contributions, the trip may be cancelled by the school. If at the end of the trip there is a surplus greater than £10<sup>5</sup> per pupil, a refund will be offered to the parent.

11. Administration Costs. Administration costs may be levied on the following:

- a. Loss and Damage (estimate of hours wasted at AHS Pay Range 2 Point 15).
- b. Sales (full costs, charged at 10% of purchase price with a maximum of £10.00).
- c. Late payments, at the discretion of the Support Staff Director (up to £5 per chasing letter).
- d. Trips and extra-curricular activity will have a costs levy set at a rate to recoup approximately 50% of the administrations costs of the trip (the remainder being covered by government funding). This will be levied at the rate of 5% of the cost of the trip, with a minimum amount of £1.00 and a maximum of £15.00.

12. Request for Help. Any application for a full or partial remission of charges will be considered by the Headteacher.

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<sup>2</sup> The rate will be published in the exam entry guidance documentation.

<sup>3</sup> Any breakages and damages which fall into this category should be reported to the Support Staff Director. All systems for recording temporary ownership of books should be followed up by staff, and losses reported to the Librarian.

<sup>4</sup> Full details of charges are published annually to parents.

<sup>5</sup> Refunds will be rounded down to the nearest whole £5 to cover admin costs of the refund.