



WOOTTON PARK

'Ipsum quod faciendum est diutius'

Title	Charging Policy
Year	2017/2018
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Date approved by Full Governing Body	September 2017
Review Date	September 2019

Charging Policy

Aim

The aim of this policy is to set out what charges will be levied for various activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents and carers.

Scope

The Governing Body recognise that the legislation prohibits charges for the following:

- ✓ education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- ✓ education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the learner is being prepared for at the school, or part of religious education
- ✓ tuition for learners learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the learner is being prepared for at the school, or part of religious education
- ✓ entry for a prescribed public examination, if the learner has been prepared for it at the school
- ✓ examination re-sit(s) if the learner is being prepared for the re-sit(s) at the school
- ✓ education provided on any trip that takes place during school hours
- ✓ education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the learner is being prepared for at the school, or part of religious education
- ✓ Supply teachers to cover for those teachers who are absent from school accompanying learners on a residential trip
- ✓ transporting registered learners to or from the school premises, where the local education authority has a statutory obligation to provide transport
- ✓ transporting registered learners to other premises where the governing body or local education authority has arranged for learners to be educated
- ✓ transport that enables a learner to meet an examination requirement when he has been prepared for that examination at the school
- ✓ transport provided in connection with an educational trip

Charges

Charges can be levied as follows:

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by learners
- (h) extra-curricular activities and school clubs

Remissions

Learners whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) cost of any school activity, whether residential or not, which involves cost for transport or entrance fees
- b) cost of a second entry for examinations
- c) school fund

The terms of any request made to parents will specify:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay, and
- b) that registered learners at the school will not be treated differently according to whether or not their parents have made any contribution response to the request

The responsibility for determining the level of voluntary contribution requested is delegated to the Business Manager.

Voluntary contributions will be used to:

- Pay for specific school activities
- Pay for learners' second entry for school examinations
- Activities as mentioned in the School Fund Constitution

Review

This policy will be reviewed every two years by Governors.