



# CHARGING POLICY

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**Next Review: Four yearly**

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## POLICY REVISION HISTORY

This document is a Statutory Official School Policy of Caerleon Comprehensive School. This Policy was formally adopted by Caerleon Comprehensive School on 28<sup>th</sup> June 2012.

Signatories: \_\_\_\_\_ (*Headteacher*)      \_\_\_\_\_ (*Chair of Governors*)

PRINT:                      \_\_\_\_\_

Date	Revision	Type	Author	Approved I have included several comment sections so you can expand on your responses should you wish by
28/06/2012	A	Adoption	TBP	Finance Committee 08/03/2012
07/02/2017	B	Review	LLP	Finance Committee 24/11/2016
19/03/2020	C	Review	GLJ	Finance Committee 19/03/2020

### Annotation Key for this Document

TBP    Mr T Pratt, Headteacher, retired  
 LLP    Mrs L Picton, Headteacher  
 GLJ    Mr G L Jones, Deputy Headteacher

### POLICY DETAIL

#### 1 Purpose

The purpose of this policy is to set out what charges can and cannot be made for activities in Caerleon Comprehensive School. This policy has been drawn up in accordance with Sections 449 - 462 of The Education Act 1996 which sets out the law regarding what charge can and cannot be made for activities in schools maintained by local authorities.

##### **General Charging Principle**

The general principle that no charge can be made for education in school hours (excluding the midday break) in maintained schools was first set out in the Education Reform Act 1988.

No charge can be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours;
- For the National Curriculum programme out of school hours;
- For statutory religious education; and
- For a prescribed public examination prepared for by the school

No charge can be made for admission to a maintained school

#### 2 School Policy

The LA has a policy on charging and remissions. The Governing body will only charge for the defined activities as outlined in this policy on charging and remissions which takes into account the LA's policy. The school policy can improve on the LAs but not offer worse terms to parents. Parents are made aware of the policy and where they can consult on it and this is set out in the school prospectus.

The law allows governing bodies to charge only for the defined activities if they have first made a policy on charging and remissions.

Parents will be made aware of the policy, and where they can consult it. This requirement should be set out in each maintained school prospectus.

### 3 Third parties

The school is permitted to charge for the provision of educational services by a third party, but schools must ensure that the monies are paid directly to the third party organisation.

In such cases, if the activity is in school time, the school has to formally grant leave of absence to the students taking part, as the activity would no longer technically be part of the school's official programme.

It is likely, too, that any staff taking part in the activity would also have to be granted leave of absence. The Head must consider carefully the position of accompanying staff, depending on the precise nature and duration of the visit.

### 4 The Governors Charging Policy

The Governing Body therefore reserves the right to make a charge in the following circumstances for activities organised by the school:

#### a) Practical subjects

- Where parents have indicated in writing that they wish to own a finished product, a charge will be made. The charge shall not exceed the cost of the materials used by the student.

#### b) Residential Trips

- The board and lodging element of approved residential activities deemed to take place in school hours. The cost will not exceed the actual cost of the provision and prior written confirmation from the parent is required that he/she is willing to pay the charge.

#### c) Activities outside School Hours

- The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours and therefore not part of the National Curriculum.

#### d) Examinations

No charge will be made for entry to a public examination on the Qualification in Wales (QiW) database prescribed list, except where the pupil without good reason fails to attend or meet the requirements of the examination (e.g. fails to submit coursework).

Fees to parent / carers for re-takes

- If re-takes are requested by the school, no charge will be made
- If re-takes are requested by parent / carer the cost shall be charged.

However, for a first re-take, where the student achieves a better mark than the original result, the cost will be refunded. For a second or subsequent re-take, no refund will be allowed. Where it is felt that a student may not be able to achieve a substantially improved grade, the parents will have to be informed in advance and a re-take may not be recommended.

Circumstances under which the school may pay for re-takes are those in which the student is disadvantaged through no fault of their own, e.g. where a teacher has been absent for an extended period and it has not been possible to provide suitable consistent cover. (This does not include home problems which may have affected the student's ability to work). The school retains the right to offer financial assistance in case of genuine hardship where appropriate.

A charge will be made for entering a student for a public examination not prescribed in regulations, and the cost for preparing the student for such an examination out of school hours.

### **e) Transport**

Transport to and from home to any activity not provided by, but permitted by, the Governing body or LA, can be charged for.

### **f) Lost and Destroyed School Property**

A charge will be made for lost and destroyed school property and breakages.

### **g) Musical Tuition**

The school offers individual and small group music tuition through specialist providers. The school supports pupils accessing this provision and accommodates this utilising on-site venues. Charges made for this tuition are paid by parents liaising directly with the music provider.

### **h) UCAS Application for Past Students**

The school will provide general guidance, meet with the applicant to check the accuracy of the application and write the required academic reference. There will be an administration charge of £40 to cover staff costs payable at the start of the process.

### **i) Optional Extras**

A charge will be made for optional extras provided outside school hours (or mainly outside school hours), but the charge will not exceed the cost of the provision, and parents will be asked to agree to their child receiving the optional extra.

In all cases parents will be told in advance of the costs.

### 5 Voluntary Contributions

The Governing Body reserves the right to ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

Parents may be advised that the continuance of an activity may depend upon voluntary contributions but once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions.

### 6 Private Use of Facilities

Private use of the telephone and photocopying facilities by pupils are not permitted. In the rare case that a private telephone call is made it is deemed to be an emergency and no charge is made.

### 7 Remissions

Parent/carers of pupils who are in receipt of the following support payments will, in addition to having free school meals entitlement, also be entitled to the remission/part remission of charges:

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under part V1 of the Immigration and Asylum Act 1999;
- Child tax credit
- Universal Credit system

When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part.

The Head in consultation with the Chair of Governors will make authorisation for such remission.

### 8 Equal Opportunities

The Head will ensure that the school's equal opportunities policies are observed in implementing the policy.

### 9 Responsibilities

The Governing Body is responsible for making and reviewing the policy.

The Head is responsible for the implementation of the policy and ensuring that staff, parents and pupils know the details as appropriate.

Other staff may be responsible for implementing the policy as part of their overall responsibilities (e.g., the Educational Visits Coordinator, or Heads of Department).