

# THE KING'S SCHOOL



# Charging Policy

## **INTRODUCTION**

Any charges made by the school must meet the requirements of the Education Reform Act 1998 and Circular 2/89, *Charging for School Activities*. The Governing Body endorses the guiding principles and objectives of these documents, particularly:

- The maintenance of the right to free school education.
- The availability to all pupils of activities wholly or mainly during normal teaching time regardless of parents' ability or willingness to pay.

## **CATEGORY 1**

### **1. Educational activities wholly or mainly during school hours**

- 1.1 No charges will be made for any such activities unless listed below.
- 1.2 Governors/School charge for instrumental tuition in Music. Instrumental tuition and/or the loan of instruments will be compulsorily charged unless it is an essential part of a public examination or National Curriculum course...
- 1.3 Parents/carers may be asked and advised in advance where there is a need for a voluntary contribution towards such activities as school trips or visits, such contribution not to exceed the cost of providing the activity for an individual. No child may be deprived of curriculum required activities because of parental inability or unwillingness to pay a voluntary contribution.
- 1.4 If a voluntary contribution is requested, it will be made a condition of organising that activity that a certain proportion of voluntary contributions must be made, or the activity cannot take place.
- 1.5 Parents may be asked for the full or partial cost of materials or ingredients (or be required to supply the materials or ingredients) if they have a wish to own the finished product.

## **CATEGORY 2**

### **2. Educational activities wholly or mainly outside school hours**

- 2.1 Trips and activities which take place mainly out of school hours are chargeable. The School reserves the right to make charges for such activities, including associated insurance costs, except for those detailed in para.19 (a) to (c) of DES Circular 2/89.

"No charges may be made for education, provided wholly or mainly outside school hours for registered students where the education is provided:

- (a) to fulfil any requirements specified in the syllabus for a prescribed public examination
- (b) specifically to fulfil statutory duties relating to the National Curriculum
- (c) specifically to fulfil statutory duties relating to religious education.

In these circumstances the only charges which may be made relate to the cost of board and lodging."

- 2.2 In cases where charges are to be made parents will be advised in advance and monies collected prior to the activity.
- 2.3 Where charges are to be levied requests for financial assistance from parents/carers on income support or family credit will be considered and assistance provided within the limits of the School budget.

## CATEGORY 3

### 3. Board and Lodging

- 3.1 Charges for board and lodging will be made for activities involving students in nights away from home, whether or not the activity is deemed to have taken place in school hours. Any charges made must not exceed the actual cost of providing board and lodging for that student.

The School will advise all parents/carers that anyone eligible for free school meals in receipt of family credit or income support is entitled to claim remission. These grants will be paid from School funds including Pupil Premium Funding.

## CATEGORY 4

### 4. Exam entry fees

- 4.1. The fees for examination entry are paid for by the School, when such entry has been authorised by the Head of Department and checked by the Examination Officer who requires students and parents/carers to sign entry sheets confirming their acceptance of responsibility for fulfilling the terms of entry.
- 4.2 Once entries have been made the school reserves the right to reclaim fees from the parent for any (a) withdrawal from a subject (b) amendment to a subject (c) failure to complete ALL components of a subject, for which the student/parent is responsible.
- 4.3 The School will only pay for a student's first entry in any examination. **Those students wishing to retake an examination will be required to pay the cost of the examination entry.**
- 4.4 In cases where students have failed to meet the School's entry criteria but still wish to be entered for an examination they will be asked to pay the entry fees, to be returned on the achievement of a satisfactory grade (a minimum of grade C at GCSE, Grade E at A/AS level).
- 4.5 There may be occasions when funds are available to support special cases and circumstances.
- 4.6 Where parents wish to appeal against examination grades awarded the full cost of the appeal fee must be lodged with the School before the appeal is submitted. Where appeal fees are reimbursed to the school by the examination authority these will be credited back to parents/carers.
- 4.7 The School policy on the number of examination entries per pupil is subject to review on a periodic basis by the Governing Body.

## CATEGORY 5

### 5. Vandalism/losses

Governors reserve the right to charge families the full cost of wilful damage to school property caused by their children and for losses of property owned by the School.

Introduced	May 2008
Reviewed	May 2015
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