



Finance Policy – Charging Section



Date agreed: November 2018

Review Date: November 2019

COMMITTED TO
EXCELLENCE

GREENSHAW HIGH SCHOOL

Review: November 2018

Taken from the Greenshaw High School Finance Policy

Section Eight: Charging Policy

1. Introduction

The school arranges educational visits and other optional activities to support and extend work carried out in the classroom, including visits to places of interest such as museums, galleries, theatres etc. and opportunities to receive additional coaching in particular subjects or take part in after school activities.

In order to provide such activities the school has adopted a policy of seeking voluntary contributions in place any obligation on a parent/carer to cover, make a contribution or pay any tuitions or applying charges in certain circumstances.

It is not the intention of the School and its Governing Body to disadvantage any student because of a parent / carer's inability or unwillingness to make a contribution or to pay any charges that may be requested.

The school reserves the right to cancel any planned visit or optional activity where insufficient funding is available.

2. Activities during the School Day

Activities during the school day are those where 50% or more of the time taken for an activity (inclusive of any travel time) falls during the time that the school is actually in session, excluding the break in the middle of the day.

A charge may be required for:

- ingredients and materials used in practical lessons, where a parent indicates in advance that they or their child wishes to own the finished product;
- individual tuition in playing a musical instrument **except** where it is provided to fulfil the requirements of a syllabus for a prescribed public examination or the National Curriculum;
- activities arranged by a third party during school hours for which a student is being released from the school at the request of their parent. In any such circumstance any charge arising would be agreed and paid by the parent direct to the third party;
- board and lodging where a school activity involves students in nights away from home;
- the cost of using any alternative transport between home and any other place where education is to be provided when transport from the school is not available;

- the cost of providing extended day activities not linked with delivering the national curriculum;
- the cost of repairing damage or replacing loss of school equipment caused as a result of a student's inappropriate behaviour;

No charges will be made for:

- any material, books, instruments or other equipment for essential use in connection with education provided during school hours;
- transport arranged by the school between the school premises and any other place where education is being provided;
- external visits to museums, theatres swimming pools etc. as part of the school curriculum.

However, parents may:

- if they wish, make a voluntary contribution in cash or kind for the general benefit of the school or in support of a specific activity such as establishing a school library, information technology centre etc;
- be asked to make a voluntary contribution towards the cost of theatre visits, etc. within school hours where insufficient funding is available within the school budgets to meet the cost of such visits.

3. Activities Outside of School Hours

Activities outside school hours are those where less than 50% of the time taken for an activity (inclusive of any travel time) falls during school hours.

A contribution or charge may be required for:

- education provided wholly or mainly outside school hours **except** where such education is provided to fulfil a requirement specified in a syllabus for a prescribed public examination, the National Curriculum or statutory duties relating to religious education;
- any optional extra activity in which participation is a matter of parental choice;
- the cost of repairing damage or replacing loss of school equipment caused as a result of a pupil's inappropriate behaviour;
- A charge can be made for Extended Day activities outside the normal school hours.

4. Work Experience

Where pupils travel direct from home to the work placement, then a refund of any excess costs over the normal daily travel will be made.

5. Public Examinations

No charge shall be made:

- where the school supports the educational value of a prescribed public examination.

A Charge will be made:

- at the discretion of the Headteacher, if a pupil fails to take an examination, without good reason, for which the school has previously paid;
- when at the request of the parents an examination paper is rechecked or remarked;
- for additional non-essential books and materials.

6. Calculation of Contributions and Charges

Where any voluntary contributions or charges apply, the calculation in respect of an individual student will be limited to the actual cost of providing the activity, divided equally by the number of students participating. The actual cost will be based on an appropriate element for:

- travel costs, board and lodging where applicable;
- materials, books, instruments and other equipment;
- non- teaching staff costs;
- the cost of engaging teaching staff or providing supply cover for the purpose of providing a specific activity or individual tuition, for example individual tuition in the playing of a musical instrument;
- the cost of providing a supply teacher to cover a teacher who is engaged in an activity outside school;
- entrance fees to any museum, theatre, etc;
- insurance.

The contribution sought or charge applied will not include any element of subsidy:

- for any students wishing to participate but whose parents are unable or unwilling to pay;
- for alternative provision during any part of school hours for those students who do not wish to participate.

7. Notice to parents / carers of voluntary contributions and charges

Where an activity is being undertaken that requires either a voluntary contribution or charge from parents, they will be advised in writing:

- of the proposed activity and its likely value in educational terms;
- of the suggested contribution or charge per student;
- whether or not the activity will take place in the event of insufficient funding.