



CHARGING POLICY

Date adopted: March 2017

PURPOSE

The purpose of this policy is to ensure there is clarity over those items which the school will provide free of charge and for those items where there may be a charge

INTRODUCTION

The policy of the governors of Irlam and Cadishead College is to provide free education for all attending students. The governing body has, therefore, set up a charging and remissions' policy for certain activities in school. It will be reviewed annually

The Headteacher, staff and Governors will ensure that the following applies:

1.No Charges will be made for:

- 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 student is being prepared for at the school, or part of the school's basic curriculum for religious education
- Tuition for students learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school. The school reserves the right to ask for a voluntary contribution of 50% of the cost of providing music tuition in this case
- Entry for a prescribed public examination, if the student has been prepared for it at the school. If a student fails, without good reason, to meet any examination requirement for a syllabus a charge will be made
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school. If a student fails, without good reason, to meet any examination requirement for a syllabus a charge will be made
- Education provided on any trip that takes place during the 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 student is being prepared for at the school, or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip
- Transport provided in connection with an educational trip.

2. Activities for which charges may be made

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual student of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - a) Travel associated costs
 - b) Materials and equipment
 - c) Non-teaching staff costs
 - d) Entrance fees/activity fees
 - e) Insurance costs
- Individual tuition in the playing of a musical instrument
- Re-sits for public examinations where no further preparation has been provided by the school
- Costs on non-prescribed examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited.

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged students, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Criteria for qualification for remission are as follows:

Parents in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Support under part IV of the Immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Additional categories of parents may apply for help with some costs in some circumstances in order that no student will be unfairly disadvantaged. Application will be considered and support may be granted at the discretion of the Headteacher.

4. Damage/Loss to Property

A charge will be levied in respect to wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of the replacement or repair, or a lower cost may be set at the decision of the Headteacher. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.

5. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

6. Voluntary Contributions

Parents may be invited to make a voluntary contribution towards the following:

- a) Activities within a curriculum area
- b) Support education trips and visits
- c) Associated travel costs

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge, in addition the following will be made clear to parents:

- a) That the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) That registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- c) If insufficient voluntary contributions are received the school reserves the right to cancel the event.

The responsibility for determining the level of voluntary contribution is delegated to the Senior Leadership Team within the school.

Voluntary contributions will be used to:

- Enhance and support learning activities within a faculty
- Support some educational visits
- Travel costs

Signed: _____

Principal

Date: _____

Signed: _____

Chair of Governors

Date: _____