

Charging Policy for School Activities



The Governing Body wishes to ensure that education in school hours is free. Charges will only be made in the limited circumstances described below. The governors recognise that a voluntary contribution may be requested to help offset any costs incurred.

This Policy aims to describe how the school will manage charges in relation to the school curriculum.

Optional Extras: Curriculum Enrichment and Charging

The school endeavours to provide each student with experiences which will enrich curriculum delivery and/or enhance social development. Charges may be made for certain activities. For activities taking place mainly within the school day voluntary contributions will be requested (see Appendix)

Examination and Charging Policy

A student will be entered for each examination in a public examination syllabus for which the school has prepared the student, unless there are educational reasons for not entering the student. No charge can be made.

The Governing Body may charge to parents an examination fee if:

- the examination is on the set list but the student was not prepared for it by the school
- the examination is not on the set list by the school arranges for the student to take it
- the student fails to fulfil the examination requirements without good reason
- the student resits as AS/A2 examination module in order to improve the mark/grade
- an administration charge will be made to students resitting AS/A2 modules¹

Music Tuition

The Governing Body reserves the right to charge for music tuition unless the tuition is deemed to be an essential component of an examination course.

Lockers

Students are charge a £5 voluntary contribution to support maintenance if they choose to use a school locker. A charge will be made for replacement keys to meet the cost to the school.

Responsibilities

Headteacher	Formulation and monitoring policy, in consultation with Governing Body
Head of Dept / Head of Year	All aspects of policy relating to area of responsibility, ie department or year team activities
Teachers / Support staff	All aspects of policy within own lessons or activities

Monitoring and Review

This policy will be reviewed by the Governing Body Finance committee on an annual basis

¹effective September 2005 for students entering year 12

Appendix

The range of activities offered at Harlington is divided into four types:

Type 1 - Activities occupying more than 50% of time outside of the normal school year, lasting more than one day. (Charges will be made for these activities) eg

- ski trips offered to Year 10 and Sixth Form students
- sporting activities during school holidays

Type 2 - Activities occupying less than 50% of time outside the normal school year, lasting more than one day. (Voluntary contributions will be sought for these activities) eg

- field trips linked to examination courses
- Music or Drama production tours (*)

Type 3 - Single day trips or special activities bringing outside professionals into school (Voluntary contributions will be sought for these activities) eg

- whole year group activities (*)
- peripatetic music tuition (+*)
- subject specific curricular enrichment trips (*)

and please note, letters to parents will explain:

- a) the proposed activity
- b) the value of the activity in education terms (especially enrichment of the curriculum)
- c) the contribution anticipated from parents in respect of each pupil if the activity is to take place
- d) in relation to (c), it should be made clear when a charge is being made for boarding and lodging or an optional extra activity, and when the activity will be dependent upon financial support in the form of a voluntary contribution
- e) where a charge may be levied in respect of the board and lodging, the arrangements for remission * of the charge in accordance with the policy of the Governing Body should be stated, together with any other form of subsidy which is part of that policy
- f) where voluntary contributions are being sought, it is suggested the following sentence should be included in all letters to parents:
"Whilst there is no obligation on the part of parents to contribute to the cost of this activity and pupils will not be treated differently according to whether or not their parents make a contribution the activity will unfortunately not take place if parents are reluctant to give it adequate financial support"

Whether or not a particular activity takes place will, therefore, be dependent upon the absence of that support, the extent to which the school is able to subsidise the activity.

Type 4 - In-school activities as a result of which students/parents may keep the final product

- a charge will be made for the supply of ingredients and materials used in the teaching of practical subjects. However, if a charge is made parents must have indicated in advance a wish to own the finished product

It is the school's policy to promote a mechanism for giving financial support to families, namely:

- i. School subsidies for families in receipt of Income Support or Family Credit (denoted +) paid for from the school fund.