

<b><u>POLICY:</u></b>	<b>CHARGING</b>	<b><u>DATE:</u></b>	June 2014
<b><u>PERSON RESPONSIBLE:</u></b>	M Howell	<b><u>MONITORING:</u></b>	SLT
<b><u>REVIEWED:</u></b>	May 2017	<b><u>NEXT REVIEW DATE:</u></b>	May 2018

---

## RATIONALE

Every student at Paget School has a right to free education. However, there will be charges made for certain additional/optional activities.

## PURPOSE

- To ensure that students and parents are informed of the schools' policy and receive support if entitled.
- To ensure that students receive equality of opportunity, regardless of ability to pay.

## PRINCIPLES

- No charge will be made for exam entries for which a child has been prepared in school. Where a child does not attend the examination without a valid reason the school will charge parents the full cost of the examination. For external examinations the school will pay for re-sits if the student is being prepared for those re-sits. In other cases, the school reserves the right to charge. If a student fails to meet any examination requirement (e.g. coursework, failure to attend the actual exam) the fee will be recovered.
- No charge will be made for activities in/outside school hours if the activity is part of the National Curriculum or part of a syllabus where the student is being prepared for a public examination.
- Any charge made in respect of individual students must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
- It is expected that activities taking place in school hours are curriculum based and will be free of charge although voluntary contributions may be requested.
- Where an activity takes place wholly or mainly in school time, parents may be asked to make a voluntary contribution. There is no obligation to make a contribution to the activity and no student will be treated any differently if his/her parents do not make a contribution. If there are insufficient funds to cover an activity, then it may be cancelled.
- A nominal charge may be made for additional lessons that take place outside normal school hours.
- In cases of vandalism (e.g. broken windows) and lost books (e.g. library/exercise/text books) a letter will be sent to parents informing them of the damage/loss and requesting a contribution.
- In practical subjects, where parents indicate in advance that they wish to own the finished product, a charge will be made or parents will be expected to provide the materials. Where parents have indicated they do not wish to own the product,

alternative arrangements will be made to ensure that students are able to participate in an appropriate activity.

- The school will provide essential protective clothing where necessary e.g. in Technology or Science.
- Where an activity takes place wholly or mainly outside school time, a charge will be made to cover the full cost of the activity for each student.
- Individual instrumental music tuition provided by the peripatetic teachers at the school is funded by the delegated budget and a charge will be set to recoup part of the cost of the school's Service Level Agreement for this provision.

### VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be sought by the school for any activity. However, if the activity cannot be funded without voluntary contributions, this will be made clear at the outset. If the contributions do not cover the costs then the activity may be cancelled. No student will be excluded from an activity because of an inability or unwillingness to pay.

### BOARD AND LODGING

A charge will be made for board and lodging for residential visits. Special consideration will still be given to students in receipt of pupil premium.

### PUPIL PREMIUM

Students entitled to the pupil premium will have full remission of charges for any curriculum based activity.

### REMISSIONS

See above section on board and lodging.

Any family entitled to Pupil Premium (FSM) may also apply to the Headteacher for partial/full remission for a student to participate in an optional extra.

### OPTIONAL EXTRAS

Charges may be made for optional extras. Examples of optional extras are:

- additional qualifications
- additional activities mainly/wholly outside school time.

Participation in an optional extra activity is based on the willingness to meet the charges. The charges may include:

- board and lodging
- books, materials, equipment
- transport
- entrance fees