



# Chiltern Way Academy Trust

Turning Futures Around

## **Charging policy**

**Responsibility for this policy (job title): CFO**

**Governors' Committee with responsibility for its review: FPGP**

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## **1. Introduction**

This charging policy has been compiled in line with DCSF requirements and in accordance with s457 of the Education Act, 1996.

## **2. School Trips**

### **2.1 Day Trips**

No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

## **3. Residential trips**

### **3.1 Essential**

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge may be levied for board and lodging.

### **3.2 Non-essential**

For residential trips which are not essential to the National Curriculum, statutory RS or in preparation for prescribed examinations:

- i) if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.'
- ii) if the amount of school time on the trip is half or more of the total time of the trip, a charge may be levied for board and lodging.

## **4. Examination Entries**

A charge will be levied in respect of examination entries for pupils where

- the student fails to turn up for an examination without a reasonable excuse
- the student's parent/guardian wish the student to re-sit an examination against the school's judgement
- the school has prepared the pupil for the examination and
- it considers that for educational reasons the pupil should not be entered and
- the pupil's parent/guardian wishes the pupil to be entered

In these circumstances, if the pupil subsequently passes the examination, the school will refund the cost.

The charge levied will be the cost of the examination entry, plus any applicable centre fee.

## **5. Materials & Textbooks**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design,

or design and technology, a charge may be levied for the cost of the materials used. The school will provide Food Technology ingredients for all pupils. Textbooks are provided free of charge.

#### **6. Music Tuition**

No Charge

#### **7. Activities Outside School Hours - Essential**

No charge will be made for activities outside school hours that are part of the curriculum.

To minimise the risk of inconsistencies in tracking money across evenings the School will no longer ask Residential or extended day students for a nominal contribution to regular activities outside school hours that are not part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. For exotic activities outside hours or during the school day, a charge up to the cost of the activity may be levied.

#### **8. Damage/Loss to Property (Staff and students)**

The school will aim to recover the full cost, in respect of wilful damage, of school property (including premises, furniture, equipment, books or materials).

In the case of neglect or loss, we will attempt to recover 20% of the original purchase price (including but not limited to, laptops, mobile phones, fobs etc.).

The parent of a child who has caused wilful damage to school property agrees to be held responsible and liable for compensating damage caused to the property, such compensation to amount to the original purchase price or the cost of replacement or repair, whichever the more appropriate.

#### **9. Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

#### **10. Lettings**

The residential nature of the school(s) preclude making their facilities readily available to the general public. The school is prepared to let the facilities to users connected to the school at a charge of at least the cost of providing the facilities (including insurance).

The scale of charges will be determined annually by the Finance & General Purposes Committee.

### **11. School Meals**

All students will receive free school meals (practice continues for day students while they are funded at boarding rates).

Staff do not have to pay for meals on their duty days.

### **12. Uniforms**

The practice is for parents to purchase uniforms online directly from the supplier. If the school purchases uniforms on behalf of parents, they will be required to pay the price charged to the school.

### **13. Other Charges**

The Principal, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. providing copies of an OFSTED report. Personal use of school mobile telephones is discouraged. If a user makes a personal call it must be paid for in full.

### **14. Remissions Policy**

If the parent/guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £13,230), charges in respect of board and lodging will be remitted in full.

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

### **15. Freedom of Information**

The school will attempt to recover any costs incurred as a result of publishing information for the general public that has been routinely published by the school. This will include admin time (proportion of administrator's salary), photocopying at 5p per copy and postage (2<sup>nd</sup> class mail).