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## Charging Policy

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We believe in the highest quality of provision for our students and we allocate resources appropriately to ensure that good value for money is achieved.

Arrangements for charging must conform to the charging and remissions arrangements that The Governing Body has drawn up as a statement of its policy.

- a) Activities cannot be charged for if they take place "wholly or mainly" during school hours or form part of the public examination syllabus, or are required by the National Curriculum. Transport in such circumstances must be free of charge, as well as ingredients and materials for practical subjects. Voluntary contributions may be requested. A statement may be made that the trip may have to be cancelled if insufficient paying pupils are able to take part.
- b) Board and lodgings on residential visits may be charged for. These must be waived, for pupils whose parents are in receipt of income support or family credit. Parents are entitled, if a charge is being made, to be informed that if they are in receipt of family credit or income support that they are entitled to claim remission.
- c) Third parties may, however, charge parents direct.
- d) Activities wholly or mainly outside school hours, i.e. optional extras may be charged for, (unless the provisions in a. above apply). However, no child should be at a disadvantage because of parents' unwillingness or inability to contribute in this way.

The charge should not exceed the cost of divided by the number of pupils. Voluntary contributions will have to make up the balance.

- e) The school has the right to invite voluntary contribution for any school activity during or outside school hours, including the sale of art or technology items that the pupils have produced.
- f) If payment is by instalments, parents must be given clear details of what the instalments will be the dates on which they'll be due, together with the penalties there may be for late or failed payment at any time. Each child should be given a signed dated receipt for each payment received and the details should be entered on the child's record card and in a receipt cash book.

Governors have decided that other than a nominal sum no charges will be levied.