



# Sir James Smith's Community School

*Aspiration • Ambition • Achievement*

## ***CHARGING POLICY***

***MARCH 2017***

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# Charging Policy

## 1. INTRODUCTION

The Governing Body believes that parents appreciate the value to pupil's education and personal development of a wide range of additional activities – including educational visits, field trips and residential visits.

## 2. SCOPE OF POLICY

Apart from inviting voluntary contributions, the Governing Body reserves the right under the terms of the 1988 Education Act to make a charge in the following circumstances for activities organised by the school:-

- To levy the appropriate charge to parents for all board and lodging requirements on residential visits\*
- To levy charges for activities wholly or mainly outside school hours where appropriate
- To levy charges or invite parents to supply ingredients, materials and equipment if parents have indicated in advance that they wish to own the finished product
- To levy charges for pupils entering examinations where the school has not prepared pupils in that examination year
- To levy charges for students who retake modular examinations
- To levy charges for examination entry fees for which the school has paid (or is liable to pay) where the pupil fails, with no good reason, to complete the examination requirements
- To levy the charges which may be made by the Examination Board for re-scrutiny or remarking of examination papers at the request of parents
- To require parents to pay for damage to school property for which their children are responsible where reimbursement is appropriate
- To levy the charge for instrumental tuition provided by external agencies or peripatetic teachers\*\*
- To charge pupils' travel expenses for work experience

In Addition

- To ensure that, on occasions where charges may be levied, no pupil is disadvantaged solely by their inability to pay
- To leave to the Headteacher's decision, the proportion of the costs of an activity which can be properly charged to public or non-public funds
- To request voluntary contributions from parents for school activities in school time which can only run if there is sufficient voluntary funding, whilst ensuring that no pupil is debarred solely by the inability or unwillingness of parents to pay
- To submit to the Headteacher and Chair of Governors any issue which may require a decision over the implementation of the policy in any particular circumstance
- To review letting and reprographics charges on an annual basis

*\* small grants from the Sir James Smith's Foundation may be available in the case of parents in certain income categories*

*\*\* Reduced fees/free lessons may be available for children whose parents are in certain income categories*

***If you would like this in a different format please contact the school***

***Reviewed – March 2016***

***Reviewed by – Michele Bacchus***

***Ratified by Governors – March 2017***

***Next review due – March 2018***