

THE KING JOHN SCHOOL

Policy for Charging for School Activities



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1 Introduction

- 1.1 This charging policy has been compiled in-line with DfE 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 (but also refer to section 9).

2.2 Residential Trips - Essential

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

2.3 Residential Trips - Non Essential

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

- a) 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;
- b) If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging only.

3 Examination Entries

- 3.1 A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.

- 3.2 A charge will be levied in respect of examination entries for students where:

- The school has prepared the student for the examination and;
- It considers that for educational reasons the student should not be entered and;
- The student's parent/guardian wishes the student to be entered (or student him/herself when over 18 years old).

- 3.3 In the circumstances, if the student subsequently passes the examination, the school may refund the cost.

- 3.4 A charge may be levied for students re-sitting an examination.

- 3.5 A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

- 3.6 The charge levied in 3.2-3.4 above will be the cost of the examination entry, plus any applicable centre fees.

4 Materials and Textbooks

- 4.1 Where a student or parent can 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. In the case of Food Technology, students usually provide their own ingredients, but if the student forgets or wishes to purchase from a supply held at the school, the school provides the ingredients and levies a charge. The charge will not be at a level above the cost of the ingredients.

- 4.2 Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.
- 4.3 The school also sells a variety of materials to students in the school shop and in class, ranging from calculators to pens and pencils. Prices are set to cover the school outlay.

5 **Lockers**

Students are charged a £17 fee when they start at the school. This allows for the use of a locker for five years and provides the initial key. Any further keys that are needed will be charged at £4 per key. These are non-refundable fees.

6 **Music Tuition**

The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student.

7 **Activities Outside School Hours**

- 7.1 No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- 7.2 If a student is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
- 7.3 For all other activities outside school hours, a charge up to the cost of the activity may be levied.

8 **Damage/Loss to Property**

- 8.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- 8.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premise, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

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. Students 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 school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. There is a 10% discount offered to members of staff who hire the premises.

11 Other charges

The school may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report. In calculating these charges the cost of any materials, equipment, non-teaching staff and teaching staff (specifically engaged for this activity only), may be considered.

12 Remissions Policy

12.1 Parents in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14) are aware of the support available to them when being asked for contributions toward the cost of school visits. Some schools also have funds available to enable families in financial difficulty to send their children on visits/activities. Parents should be encouraged to speak to the headteacher in order to establish if such funding arrangements exist.

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

12.3 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.

Monitoring and Review

This policy will be reviewed by the Headteacher every 5 years.