

# THE HARVEY GRAMMAR SCHOOL



## CHARGING POLICY

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## Introduction

The purpose of this policy is to ensure that, during the school day, all pupils have full and free access to a broad and balanced curriculum. It has been informed by A Guide to the Law for School Governors.

## During the School Day

All activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes the cost of residential accommodation and refreshment plus charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

Where the school organises activities which are not covered above, no charge will be levied when (a) such activities take place mainly in the school day or (b) if residential, when 50% or more of the school sessions (half days) involved are on days when the school is in session, except in respect of any accommodation or refreshment provided.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless

- the examination is on the set list but the pupil was not prepared for it at this school
- the examination is not on the set list but we arrange for the pupils to take it
- a pupil fails without good reason to complete the requirements of any examination where the Governing Body originally paid or agreed to pay the entry fees.

Voluntary contributions may be sought for activities during the school day which entail additional costs. In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if insufficient voluntary contributions are collected.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents who may, if they wish, ask the Headteacher to agree to their son/daughter not participating in the activity.

## Optional Activities Outside of the School Day

We may charge for optional, additional activities provided outside of the school day where these do not constitute part of the National Curriculum, Religious Education or an examination syllabus.

## Education Partly During the School Day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the greater proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged, parents will be told how the charges were calculated.

## Residential Visits

Charges will be made for board and lodging on all residential visits that constitute part of the National Curriculum, Religious Education or an examination syllabus, except for pupils whose parents are in receipt of any of the following benefits:

- Income Support
- Income-based Jobseekers's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit
- The guaranteed element of State Pension Credit

Other charges will be made to cover costs when the number of school sessions missed by pupils totals half or more of the number of half days taken up by the activity. In such cases, parents will be told how the charges were calculated.

For residential visits that do not constitute part of the National Curriculum, Religious Education or an examination syllabus charges will be made for all costs incurred.

## **School Minibus**

Only the school's pupils, staff or parents may be charged for travel in the school minibus. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

## **Calculating Charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Application for support in cases of hardship should be made in confidence to the Headteacher. Parents who would qualify for consideration are those who are in receipt of appropriate benefits (listed above). The school will also be prepared to consider requests for remission of charges from parents who are not in receipt of such benefits, but for whom financial hardship will be the result of such charges being met, whether in full or in part.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.