



## Marden High School - Charging Policy

### Introduction

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

### School Trips

2. **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 8).

3. **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.

4. **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.

### Examination Entries

The centre will pay all normal exam fees on behalf of candidates. "Normal exam fees" are one entry per candidate per subject or module

The centre will pay late entry or amendment fees resulting from changes requested by the centre. Where late entries or amendments occur as a result of the appropriate deadline has not been met the department may be liable for the fees

Candidates may be liable for fees resulting from entries or changes to entries which are against the advice given by the centre and result in additional fees

Candidates or departments will not be charged for withdrawals or amendments made by the proper procedures provided these are made within the time allowed by the awarding bodies

The centre may pay some or all fees (which fall outside of the scope of normal fees as defined above) in cases of hardship when a parent or guardian is unable to meet the cost. The centre requests that a parent or guardian who is unable to meet the cost of a request for an entry, change to an entry or withdrawal discusses the case with the Head of Department or the Exams Office, who will then liaise with the Head of Department. A decision will be made based upon whether it is deemed an appropriate entry, change or withdrawal for the candidate

### **Materials & Textbooks**

11. 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. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

### **Music Tuition**

12. 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 pupil. A discount may be available to pupils whose families are entitled to free school meals.

### **Activities Outside School Hours**

13. 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.

14. If a pupil 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.

15. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

### **Damage/Loss to Property**

16. 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.

17. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, 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.

### **Voluntary Contributions**

18. 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.

### **Lettings**

19. 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. For users connected to the school the charge will be based on the site staff overtime costs.

### **Other charges**

20. The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

### **Remissions Policy.**

21. 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 in excess of the Statutory figure for the year), charges in respect of board and lodging for essential trips will be remitted in full.

22. 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.

23. 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.

## **Marden High School - Charging Policy**

Approved by the Governing Body of Marden High School