

THE CHAUNCY SCHOOL

CHARGING POLICY

Any charges made by the school must meet the requirements of the Education Act 2002. The governors endorse the guiding principles contained in the Act, in particular that no student should have its access to the curriculum limited by charges.

AIMS

To make a broad programme of trips and activities accessible to as many students as possible. To establish and maintain a fair and coherent system of charges within the constraints of the school budget.

PRACTICE

Charges will not be made for any activities which form an essential part of a prescribed public examination syllabus, or are necessary to fulfil National Curriculum requirements. Voluntary contributions only be requested (Appendix 1).

Charges may be made for teaching either an individual student or in groups up to four, to play a musical instrument, unless it is part of a public examination course.

In practical subjects, parents may be asked for the full or partial cost of material or ingredients, if they have indicated in advance that they wish to own the finished product.

The cost of public examination entries for subjects taught within the school will be met by the school. However, charges may be made for the cost of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside school hours. The costs of re-sits of public examinations where no further preparation has been provided by the school may be charged. Also, charges may be made for the cost of scrutiny of examination results, if requested by parents.

The majority of activities which are wholly or mainly within school hours should not normally be chargeable (Appendix 2). Voluntary contributions only may be requested (Appendix 1). No student may be excluded, because of inability to pay, but the school is entitled to cancel the activity if the level of contributions does not meet its budgetary requirements.

Voluntary contributions for board, lodgings and travel costs will be requested on residential trips, which take place largely during school hours (Appendix 3,4). Charges can be made for trips which take place mainly out of school time (Appendix 3), provided that they are not an essential part of a public examination syllabus or necessary to fulfil National Curriculum requirements.

Appendix 1

Possible wording could be:

“We would very much like this school trip to take place. However, the activity can only go ahead if parents are prepared to contribute payment. It is entirely up to you whether you do contribute or not, but we must emphasise that if parents do not contribute this sum, the activity will not take place. If parents decide for private reasons, they do not wish their son/daughter to participate in this school trip, there is no compulsion. This parental decision would not prevent the other students from participating in this activity.

If the cost is a problem, please contact the Finance Manager, as soon as possible, to investigate the possibility of financial assistance”.

Appendix 2

For example, a long distance trip might involve travel before and after normal school hours, but if the time spent at the destination fell mainly within school hours, the trip would count as happening within school time and be subject to voluntary contribution. However, a trip which involved leaving school an hour or so earlier in the afternoon and went on until late in the evening, would be classified as taking place outside school time. Charges would then be allowed.

Appendix 3

A trip from noon on Wednesday to 9 pm on Sunday would count as nine half-days, including five school sessions and would count as taking place in school time. A trip from noon on Thursday to 9 pm on Sunday would count as seven half-days, including three school sessions and would be classified as taking place largely outside school time, therefore, charges could be made.

Appendix 4

Students whose parents are in receipt of one of the following:

- Income Support
- Income based Jobseeker’s Allowance
- Support under part 6 of Immigration and Asylum Act 1999
- Child tax credit where the annual income does not exceed £13,230.

will be entitled to free school lunch and will therefore also be entitled to remission of charges for board and lodging on residential trips.

REFERENCES

- Hertfordshire County Council Financial Handbook for Schools Part VI Section 11 Appendix C
- DfES GttL-Community version-Chapter 16 (Updated October 2003) Charging for school activities
- LEA/0101/2003 Changes in entitlement for remission of charges for board and lodging whilst attending residential school trips