

 Kingsmead	POLICY TITLE:	Charging
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:	Business Manager Finance & Strategy Sub Committee	
Date Approved by Governing Body:	March 2017	
Date of Last Review:	Spring 2017	
Next Review Due:	Spring 2019	

1. In accordance with the requirement of the 1996 Education Act and The Education Regulations 1999, Governors are required to state their Policy with regard to charges and their possible remission that apply in the School.

2. **AIMS**

The aims of the Charging Policy are to:-

- (i) Maintain the right to free school education.
- (ii) Enable all students to take full advantage of the activities provided by the School.

3. **OBJECTIVES**

The objectives of the Charging Policy are:-

- (i) To ensure that activities offered in school time should be available to all students regardless of their parents'/carers' ability to help meet the cost.
- (ii) To identify those activities for which charges may be levied.
- (iii) To determine which charges will be remitted for parents experiencing hardship.
- (iv) To invite voluntary contributions for the benefit of the School in support of any activity organised by the School either during or outside school hours.
- (v) To ensure that the operation of the Policy is systematically reviewed and the findings acted upon.

4. **CHARGING**

It is the Policy of the Governing Body:-

4.1 **For Activities during School Hours**

- (i) To levy a charge for ingredients or materials in practical subjects if they indicate at the beginning of each school year that they wish to keep the finished product.
- (ii) To levy a charge for the provision of music instrument tuition to students, either individually or in groups of three or less, outside of statutory music curriculum time. Students who attend regular rehearsals and concerts at least 75% of the time will receive a 20% discount
- (iii) To levy a charge for residential activities. Governors will remit such charges to parents in receipt of appropriate benefits and support other parents in financial need.
- (iv) To levy no charge for examination entries, except where:-
 - (a) the School has not prepared students for the examination in the year for which the entry is made; or
 - (b) a student has failed, for no good reason, to complete the requirements of the examination (e.g. fails to submit coursework).
- (v) Costs of lost and destroyed school property and vandalism.

4.2 (i) **For Activities outside School Hours and in Term Time**

To levy a charge for all activities provided outside school with the following exceptions:-

- (a) Voluntary contributions will be invited if the activity is an essential part of the basic curriculum or a requirement of an examination syllabus.
- (b) Governors will remit such charges to parents/carers in receipt of Income Support, Income Based Job Seekers Allowance or Child Tax Credit and support other parents/carers in financial need.

(ii) **For Activities outside School Hours and in the School Holidays**

Participation will be on the basis of parental choice and a willingness to meet appropriate costs.

4.3 **For All Activities**

- (i) To request voluntary contributions from all parents for school activities in or out of school time which can only be provided if there is sufficient voluntary funding.
- (ii) The School may seek voluntary contributions from parents including the cost of travel for accompanying teachers for any school activity but:-
 - (a) such contributions are genuinely voluntary;
 - (b) students will not be treated differently according to whether parents have made a contribution.

5. **REMISSION**

It is the Policy of the Governing Body:-

- (i) To remit charges for board and lodging to parents in receipt of Income Support, Income Based Job Seekers Allowance or Child Tax Credit
- (ii) To delegate to the Headteacher the determination of any individual case arising from the implementation of the Policy.

6. **RESOURCES**

The Governing Body will agree a fund within the budget to support this Policy.

7. **RESPONSIBILITIES**

- (i) Authority for the day-to-day management of the fund will be devolved to the Headteacher.
- (ii) Staff organising activities must do so within the provisions of this Policy. Plans, at the draft stage, should be submitted to the Senior Leadership Team for consideration and approval.
- (iii) The Headteacher has the responsibility for monitoring and evaluating the implementation of the Policy.

8. **MONITORING AND EVALUATION**

The Headteacher will monitor the implementation of the Policy and provide the Governing Body with a financial report as part of the normal reconciliation of the School Budget.