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|  | <b>POLICY TITLE:</b> | <b>Charging</b>   |
| <b>Kingsmead Academy<br/>T/A Kingsmead School</b>                                 |                      |   |
| <b>Committee/Person Responsible for Policy:</b>                                   |                      | Director of Finance & Operations<br>Director of Finance & Operations<br>Finance, Strategy & Personnel Sub Committee |
| <b>Date Approved by Governing Body:</b>   |                      | June 2021   |
| <b>Date of Last Review:</b>   |                      | Term 5 2020-21  |
| <b>Next Review Due:</b>   |                      | Term 5 2022-23  |

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/carers 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**

June 2021 – Charging Policy  
 Author: Director of Finance & Operations

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) Facilitate the provision of music instrument tuition to students, either individually or in groups of three or less, outside of statutory music curriculum time. Music tutors charge parents/carers privately for such lessons. 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/carers in receipt of appropriate benefits and support other parents/carers 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).
  - (c) the school does not support the need for an exam to be retaken or remarked.
- (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 part of the national curriculum, part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- (b) Governors will remit such charges to parents/carers in receipt of [appropriate benefits](#) and, in exceptional circumstances, support other parents/carers in financial need.
- (c) The School plans for all its activity budgets to break-even but inevitably sometimes surpluses are made. The school policy is that, for economic reasons, excess payment refunds of less than £10 per student are not made; any surplus which is over that figure will be refunded after the activity has been completed.

#### (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. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

#### 4.3 **For All Activities**

- (i) To request voluntary contributions from all parents/carers for school activities in or out of school time which can only be provided if there is sufficient voluntary funding.
- (ii) Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.
- (iii)
- (iv) The School may seek voluntary contributions from parents/carers 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/carers have made a contribution.

#### 5. **REMISSION**

It is the Policy of the Governing Body:-

- (i) To remit charges for board and lodging to parents/carers in receipt of appropriate benefits.
- (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 and costings should be checked with the Finance Team
- (iii) The Headteacher has the responsibility for monitoring and evaluating the implementation of the Policy.

#### 8. **MONITORING AND EVALUATION**

The Director of Finance & Operations will monitor the implementation of the Policy and provide the Governing Body with a financial report on an annual basis