

## COPTHALL SCHOOL

### CHARGING POLICY

The charging for certain defining activities will be within the framework of the 1988 Education Reform Act and embraces the policy of the Local Authority, the London Borough of Barnet. The Governing Body strongly encourages all parents to contribute voluntarily towards the cost of all extra curricular activities, so important to the pupils, which are not covered by the Act.

1. A charge will be made for the cost of board and lodging for all residential trips, both in and out of school time. Full details of charging for these trips are outlined in the School Journeys policy.
2. Educational visits taking place mainly during school time (e.g., to museums, theatres, residential trips, etc.) fall within the scope of the Act and will 'not be chargeable'. The Headteacher and the Governing Body have decided that all parents will be invited to make voluntary contributions, to include all travel and other costs, to cover such visits.

Prior to a visit which falls within the scope of the Act, parents will be provided with a planned itinerary, including all travel and an anticipated average costs. Should insufficient voluntary contributions be received, such visits may not take place.

3. All peripatetic music and vocal lessons are chargeable except when part of the National Curriculum or a prescribed examination course. In these circumstances the costs for vocal or instrumental tuition within school hours is outlined in the peripatetic policy. However, a charge will be made for other individual instrumental music tuition including costs of teacher, sheet music, insurance and instrument hire.
4. When materials or ingredients are required for areas of the curriculum such as Design and Technology, Art and Design (including Photography) and Food Technology, it is expected that they will normally be provided by the parents. This is because it is anticipated that the materials and ingredients will be used to make an end product to be taken home or consumed by the pupil at school. In cases where ingredients or materials are not provided the school may ask for voluntary contributions.
6. Wilful damage, or loss of school property by pupils, is chargeable under the legislation and the school will recover, from parents of offending pupils, the cost of repair or replacement of the damaged or lost property.

7. The Local Authority or Governing Body will normally pay entry fees to suitable prescribed public examinations as at present. Parents will be informed as soon as possible for which examinations a pupil will be entered so that parents have the opportunity to comment on decisions. The Headteacher is responsible for determining whether there are educational grounds for NOT entering a pupil for an examination.

If a pupil fails without good reason, to complete the examination requirements for any public examination for which the Local Authority or Governing Body has paid, or is liable to pay, an entry, then the fee can be recovered from the parent. Failure to complete the examination requirements might include failure to complete coursework requirements and/or failure to sit the final examination. Full details of the examination process is detailed in the Examinations policy.

If a student completes an examination for which a re-sit is permissible, the cost of the re-sit will be invoiced to the student prior to the entry being made if they request an entry and it is sanctioned by the school. The charge will include firstly, exam board costs for entry in full and secondly, a contribution towards administration and invigilation costs the school incurs. The details of these costs and the re-sit process will be updated and outlined within the framework of the Examinations policy.

8. Charges will be made to cover the cost of all education taking place mainly outside school hours, except where:-
- it is an essential requirement of a prescribed public examination
  - it is provided to fulfil the statutory duties relating to the national curriculum
  - it fulfils statutory duties relating to religious education.
  - the school has been able to generate extra specific funding which the school could pay for the activity with, and decides to do so.
9. Charges can be levied for "Optional Extras" out of school hours and, where applicable, the Governing Body will levy appropriate charges to cover such items as:-
- pupil's travel costs
  - pupil's board and lodging costs
  - materials, books, instruments and other equipment
  - administrative costs
  - teaching staff costs, including board and lodging, where staff are specifically engaged for the purpose of providing the chargeable activity
  - extra curricular "clubs".

Charges will not exceed costs.

#### Necessitous Pupils

1. All requests for subsidies for any chargeable activity or resource including exceptional cases not covered by the preceding paragraphs should be submitted in writing to the Headteacher by the Learning Co-ordinator. Requests will be considered at a meeting between the Headteacher, a Deputy Head or member of the Senior Leadership team and the appropriate Year Tutor.

Updated September 2008.

**Signed by Chair of Governors**

..... **Date** .....

**Signed by Headteacher**

..... **Date** .....

**To be reviewed on: 07/08**

**Date** .....