



PARK HALL

A C A D E M Y

Name of Policy	Charging Policy
Lead	Christine Austin
Governor Committee	Full Board
Governor approved	December 2016
Review Frequency	2 years
Next review	December 2017

INTRODUCTION

Under the terms and conditions of the Education Reform Act (1988), the Board of Governors have agreed the following policy on charging for pupils attending full-time education at Park Hall Academy.

Clearly the Board of Governors hopes that the school will be able to continue to provide a full range of educational visits and trips, many of which will be within school hours and for which no compulsory charge can now be made. However, the legislation places no restrictions on the level of voluntary contributions parents or others might make to enable the school to provide such opportunities and enrichments for their children. The Board of Governors hopes that parents will continue to support such activities with voluntary contributions as well as providing their children with particular items of equipment so as to release school resources for other purposes. Without this support from parents the school will be unable to provide its previous range of activities from its own resources.

THE POLICY

1 Compulsory charges will be prohibited for any activity in school except for individual music tuition taken with a parent's agreement (unless an essential requirement of a public exam course).

2 Charges will be made for:

- ingredients and materials needed for practical subjects where parents indicate in advance a wish to own the finished product;
- the board and lodging elements of residential trips (subject to the Remissions Policy below);
- uniform/clothing/sports kit;
- recovery of wasted public examination entry fees;
- certain optional extras (see below);
- damage to school property including books and equipment where this is the result of pupils' misbehaviour and/or negligence;
- the full cost of transport not provided by the LA or the school to travel direct between the pupil's home and any activity off the school premises, when approved by the LA but not provided by the Authority or the school, eg. the cost of transport to Work Experience placement;
- re-scrutinisation and/or remarking of public exam papers where this is requested by parents;
- additional examination entries over and above those funded by the LA
- the cost of having to return home from an educational visit or other activity as a result of poor behaviour

3 Optional Extras

Optional extras for which charges will be made include: - Music and theatre trips outside school hours; trips to Sporting Events, Museums, Places of Interest outside school hours; residential foreign visits; the annual ski-trip etc. Such optional extras will be charged for provided a parent has agreed beforehand.

Some activities span both inside and outside school hours. If these activities take place mainly outside school hours then they will be charged for as optional extras. If they take place mainly within school hours then voluntary contributions may be sought.

- Non-residential activities are considered “mainly within school hours” if 50% or more of the time spent on them occurred within school time.
- Residential activities are considered “mainly within school hours” if the number of school sessions (half-days) missed by the pupils is equal to or greater than 50% of the number of half-days taken up by the activity.

Third Party Involvement

In addition, an activity, wholly or mainly in school time, could be charged for, if parents are charged direct by a third party. For example, a trip abroad organised by a travel company. In a third party arrangement the LA and Academy Governing Body would not take part in the transaction and it would be for parents and any staff members released for the activity to satisfy themselves about the adequacy of the arrangements made by the third party to secure the safety and welfare of the children. Teachers who would also be on leave would have a contract with the third party or be separately engaged by the Governing Body to accompany an activity outside school hours.

4 Other Activities for which voluntary contributions will be sought will include:-

- Educational trips and visits during school hours where these involve substantial transport costs and/or admission charges and/or fees;
- Sports activities provided outside school for which individual payments are made;
- Visiting speakers/lecturers/theatre groups who require payment;
- The costs of Craft, Design and Technology and Home Economics materials/ingredients.

Although there is no obligation for parents to make such contributions, and pupils whose parents have not made voluntary contributions will not be treated differently from those that have, the Governors would wish to make it clear to parents that without such voluntary contributions the school will not be able to afford to offer these activities.

5 Personal items of equipment

The Board of Governors hopes that parents will continue to provide the following for their children:-

Pens, biros, pencils, rubber, ruler, pair of compasses, protractor, pocket calculators and other items of personal equipment.

6 Remissions Policy

- The school will provide for remission of board and lodging charges for pupils whose parents are in receipt of income support or family credit.
- In the case of optional extras for which charges are made, the Board of Governors will consider applications from parents/guardians for remission of charges where the

parents/guardians are in receipt of income support or family credit. The level of remission (part or full) will be determined with respect to each individual application.