

## Charging Policy

Following the Education Reform Act, every school must have, and publish for parents, its charging policy. The governors have made the following decisions:

### a) Books and Equipment

- i) Most parents want to buy their children their own pens, pencils, erasers, rulers, calculators, etc although, subject departments will loan such equipment on request and many of these items are available for purchase from the School Learning Resources Centre.
- ii) Books and stationery are provided free but students who wish to keep a textbook after the end of the course will be asked to pay for it.
- iii) Parents of pupils who lose or damage books or equipment issued to them are expected to pay the cost of replacement or repair.

### b) Charging for Materials

Parents of pupils who are on practical courses (eg. Home Economics, Art, Resistant Materials etc.) and who wish their children to own the finished product will be charged for the materials used.

### c) Activities

- i) Activities within the school day or part of an examination course: Any payment from parents for these activities is voluntary but if parents are unable or unwilling to contribute, it may be that the activity will not be able to take place. Obviously, pupils will never be treated differently according to whether or not their parents have made any such payments.
- ii) Activities outside the school day and not part of an examination course: For these activities, the specified payment is required for pupils to take part.

### d) Residential Visits

- i) The governors' policy is not to have pupils entered for examination courses requiring residential study mainly within school time.
- ii) Residential visits taking place mainly outside school time and not required by an examination course, will require payment for the pupil to take part.

### e) Public Examinations

- i) The Headteacher has the delegated responsibility to decide whether pupils are entered for particular examinations.
- ii) The Headteacher has the authority to charge for examination entries in certain circumstances.
- iii) The Headteacher is authorised to request payment for wasted examination fees.

### f) Music Tuition

The Headteacher is authorised to charge for music tuition outside normal classroom activities, when permitted.

### g) Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement.

This formal statement has to be made available to all parents. In reality, any problems are usually resolved very amicably.

### Complaints policy

Under the Education Reform Act, a procedure is laid down which relates to complaints about the action of a governing body in respect of the school curriculum and related matters. This document is available on request.

Most concerns or potential problems can be settled best in informal discussions with the Headteacher and/or other staff in the school.

The school has a library of statutory documents, policy statements, schemes of work, guidance, booklets and syllabuses followed in the school which may be viewed upon request to the school office.

**This Policy was approved by Governors on: 8<sup>th</sup> June 2010**  
(Finance Committee)

**Policy review date: June 2011**