

CHARGING POLICY

CHARGING FOR ACTIVITIES

Following the 1988 Education Act - Charging for School Activities, the following points should be noted:

- a) Charges can be made for:
 - 1. Board and lodging on residential visits.
 - 2. Activities which take place wholly and mainly outside the school day, but which are not provided as an essential part of the delivery of the National Curriculum or a prescribed public examination.
- b) For all other activities, voluntary contributions can be requested to cover the cost of the visit.
- c) Any pupil thought to be not able to join a visit for financial reasons should be discussed in the first instance with the Year Leader/Learning Mentor.
- d) If the contributions made are not sufficient to enable a planned trip to take place then the Headteacher may cancel or make changes to the organisation of the trip as they think necessary.

All trips and visits will be organised under the direction of the Headteacher and in accordance with guidelines issued by the LA. No school visits that involve overnight stays or hazardous pursuits will take place without the approval of the Governing Body and Wirral LA. Teachers organising such trips will be responsible to the Headteacher at all times.

PAYMENTS

- a) All monies must be paid to the Finance Manager/Assistant at least two weeks before the visit. This money must be sufficient to cover all anticipated costs.
- b) The Finance Manager must be consulted in advance about payments for theatre/rail tickets etc., where these have to be paid for in advance.

OTHER CHARGES

Parents may be asked for payments towards the cost of repairing or replacing any part of the fabric of the school or any items of school property which has been damaged or lost as a result of their child's behaviour.

Parents may be asked for pay for re-sit/re-marking charges in respect of examinations.

Legislation states that education for registered pupils in maintained schools should be free, if it takes place in school hours and is required as part of the curriculum. However, there are a number of exceptions to the rule. Those are as follows:

- Instrumental music provision
- Vocal tuition
- Supply of materials
- Clothing
- Some types of transport

Voluntary Contributions

Neither pupils nor parents of pupils may be required to pay for, or supply, materials, books, instruments or other equipment for use in education during school hours.

However, parents can be invited to provide voluntarily particular items. Schools can request donations for any purpose; note parents are not obliged to consent to the requests.

Optional Extras

The cost of optional extras can include an appropriate element for:

- Travel
- Board and lodging
- Materials, books, instruments, and other equipment

- Support staff costs
- Entrance fees
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Governors' Responsibility

If the governing body of a school funds an activity from its own delegated budget, or from private funds which it has access to, it will be for the governors alone to make the decisions as to whether the cost should be passed on to parents in full or in part, if at all.

Recovery of Examination Fees

If a pupil fails to fulfil the examination requirements of a public examination without good reason in certain circumstances, the governing body may recover the fee from the parent.

Breakages, Fines and Recoveries

No charge can be made for broken windows, lost library books or any other losses or breakages, but parents can be asked to pay for them if they result from a pupil's behaviour.