



HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

## CHARGING POLICY

Aspiration – Respect – Excellence

### Monitoring, Evaluation and Review

Author	Ms D Company, School Manager	Review Period	3 years
Version	1.2	Status	Approved
Committee	Finance, Staffing & Premises Committee	Date Approved	October 2021
Link Governor	Mr W Edwards	Review Date	October 2024



## **HIGHDOWN SCHOOL AND SIXTH FORM CENTRE**

### **CHARGING POLICY**

The Governing Body affirms that there will be no charge for activities which form part of the curriculum or form part of the course for specified examinations. However, the Governing Body recognises the valuable contribution that the wide range of additional activities, including visits and residential experience can make towards students' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

The Governing Body will levy a charge in the following circumstances:

- a) The board and lodging element of residential activities deemed to take place in school hours or forming part of an examination course. Such activities might include Biology or Geography fieldwork, Duke of Edinburgh Awards, etc
- b) The full cost of activities deemed to be optional extras taking place outside school hours. Such activities might include visits to the theatre, visits to museums, etc.
- c) The cost of materials, ingredients and equipment (or the provision of them by parents) for certain subjects, for example Technology, providing the parents have indicated in advance that they wish to own the finished product.
- d) The cost of entering a student for an examination which is not prescribed by the DFE, or for the re-taking of an examination for which the school has not prepared the student, or for entering a student for a prescribed examination for which the student has not be prepared by the school, or where the Governors, on the advice of the Headteacher, decide the student should not be entered.
- e) Where a student has been entered for an examination and the entry fees have been paid by the school, the Governing Body reserves the right to recover these fees from the parents if the student, without good reason, fails to complete the examination requirements.
- f) Where the school suffers damage or school property is damaged or lost, the Governing Body reserves the right to recover the full or part cost of making good the damage or loss from the parents of student. This right may be exercised whether the damage or loss was caused by deliberate vandalism or by negligence.

The Governing Body does not wish any student to be denied educational opportunity because of lack of funds. The Governing Body will therefore remit all or part of the charges as indicated below:

- i) Full remission of all board and lodging charges for activities set out in 'a' above for all students whose parents are registered as eligible for Free School Meals. Such parents have a right to this remission and they will be informed of this right.
- ii) Full or part remission of board and lodging charges for activities set out in 'a' above for all students whom the Headteacher advises will suffer financial hardship if they have to pay the full cost.
- iii) In other circumstances there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full; authorisation of remission will be made by the Headteacher.

Where a remission is granted under i, ii or iii above, the school will meet the full cost of the remission; no part of the cost will be passed on to the other students.

## **Uniform**

Those students who are registered as eligible for Free School Meals will be given the compulsory items of uniform and equipment free of charge. Reissue of these items will be established annually and/or as needs determines.

The Governing Body notes with approval the money which has been raised by voluntary contribution and will continue to invite such voluntary contributions whilst ensuring that students whose parents do not contribute are not discriminated against.