



**PARK HOUSE SCHOOL & SPORTS COLLEGE
CHARGING POLICY**

Document Ref:	F&R/C/072014	Date Created:	January 2007
Version:	1	Date Modified:	June 2014
Revision Due:	Summer 2016	Review Body:	F&R
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CHANGE HISTORY

Version	Date	Description
Issue 1	January 2007	Original approved by Full Governing Body
Issue 2	24 th January 2008	Reviewed – no amendments
Issue 3	January 2013	Updated to reflect financial support statement
Issue 4	June 2014	Reviewed as part of Policy Review

LINKED DOCUMENTS



PARK HOUSE SCHOOL

Charging Policy

1. Purpose & Background

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

The school wishes to make a broad programme of activities accessible to as many students as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school budget. It also defines other circumstances when the school may wish to ask for voluntary contributions. The policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 and the Education (Prescribed Public Examinations) Regulations 1989. It also states the school's policy for charging for information under the Freedom of Information Act 2000 (FOIA).

2. Policy Objective

No student should have his/her access to the curriculum limited by charges. However, the school reserves the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place. There is a separate policy in place to cover financial support for families who may require assistance.

2. Voluntary Contributions

Where a charge cannot be made (as is the often the case for activities which are an essential part of the curriculum, or religious education) parents may nevertheless be asked to make a voluntary contribution for any visit or journey organised by the school and approved by the Governors. Although the matter of voluntary contribution will not be a factor in deciding whether a student is allowed to participate in any activity to be financed by voluntary contributions, the school reserves the absolute right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place.

3. Remissions

The Governors will apply the statutory minimum remissions to any charges, which they make. This is in respect of students whose parents are in receipt of income support or family credit. However no pupil shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute. In the case of particular need, remission outside these parameters will be at the absolute discretion of the Headteacher

4. Information

In line with the school's Publication Scheme on Information available under the FOIA, single copies of information will be provided free of charge unless specifically stated otherwise in the Publication Scheme. The costs of providing greater quantities of information may be charged to the recipient, these to be advised prior to the request for information being fulfilled. The decision to charge will be at the discretion of the Headteacher,

5. Liability for personal property

The school does not accept liability for any items of personal property lost or damaged in school, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Headteacher

6. Breakages

The Governors reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of breakages, loss or damaged, books, equipment, material other than the normal wear and tear.

7. Charging in Kind

Where parents indicate in advance that they wish to own the finished product of a practical activity they may be asked to provide or pay for ingredients, materials, equipment, etc. needed. No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

8. Public Examinations

The school will fund all first sittings of public examinations provided that students have met all published requirements and coursework submission deadlines.

Second and subsequent sittings of examinations and examination modules are to be funded by the student unless:

- a. The school believes that the initial marking of the examination was incorrect but that this has not been changed despite submission for re-assessment,

or

b. There is a genuine reason for absence from the initial examination, such as illness supported by a doctor's note.

9. Insurance

All students and staff are covered by the Academy's policy for Off Site Activities.