

POLICY DOCUMENT

ACHIEVING EXCELLENCE



Policy Reference Number:	HTCSP 10
Lead Governor:	Bob Bedford
Leadership Team Link:	Nigel Sheppard
Last Review:	July 2016
Next Review:	July 2019

Charging Policy

Charging Policy - in conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

1. To levy, except where students are entitled to statutory remission, a charge for all board and lodging costs on residential visits.
2. To levy a charge for activities wholly or mainly outside College hours which are not part of the prescribed National Curriculum, statutory Religious Education or in preparation for a public examination.
3. To levy no charge for one examination entry per subject per academic year (student will be charged for any subsequent entry), except where:
 - a. whole College strategies for early entry for English or Maths. The College will not levy a charge for repeated entry where a student has not achieved their target grade for either of these subjects,
 - or
 - b. the College has not prepared the students for the examination in the year for which the entry is made,
 - or
 - c. a student has failed, for no good reason, to complete the requirements of the examination or to attend all or part of the examination, or has failed to make a reasonable attempt at the examination. This would include occasions where a student has been removed or disqualified from an examination due to misconduct or otherwise.
 - or
 - d. music grade exams.
4. To levy no charge in respect of:
 - Books (unless lost and revision guides which are then kept by students).
 - Materials (except for students' personal equipment).
 - Equipment or incidental transport provided in connection with the prescribed National Curriculum, statutory Religious Education or in preparation for a public examination or courses taught at the College.
5. Where ingredients or consumable materials are required for particular lessons, to

invite parents who wish to retain the finished product to supply the necessary items or to reimburse the College for items supplied direct.

6. To request voluntary contributions from parents for College activities in or out of College time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no student is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution (see Trips and Visits Hardship Fund criteria).
7. To seek payment from parents for damage to or loss of College property caused wilfully or negligently by their children.
8. To leave to the Headteacher's decision, the proportion of costs of an activity which should be charged to public or non-public funds.
9. The College allocates a small element of the additional Pupil Premium funding provided in support of students receiving Free School Meals (see Pupil Premium Policy) to enable these students to attend trips or participate in charged activities. However, this allocation is not sufficient to cover the costs of all such students who may wish to participate in a trip or activity nor is it an 'entitlement' and therefore each application for support will be considered on individual merit, taking into account the following factors and funding available:
 - Attendance of student
 - Commitment of student (Attitude to Learning)
 - Curriculum need (ie will it enhance their learning experience and help in their development)
 - Are they following (or going to follow) a course related to the activity/trip or not