



## Charging Policy

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### 1. INTRODUCTION

This charging policy has been compiled in line with DCSF requirements and in accordance with s457 of the Education Act, 1996. The School will ensure that parents on low incomes and in receipt of the benefits listed under Point 11 are informed of the support available to them when being asked for contributions towards the cost of school visits.

### 2. DAY TRIPS

No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (*but also refer to section 9*)

### 3. RESIDENTIAL TRIPS – ESSENTIAL

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

### 4. RESIDENTIAL TRIPS – NON-ESSENTIAL

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a. If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip;
- b. If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

### 5. MATERIALS & TEXTBOOKS

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used.

### 6. MUSIC TUITION

All children study music as part of the normal school curriculum. We do not charge for this. Individual and small group music tuition that is not part of the National Curriculum is offered in school through the East Sussex Music Service. Charging for these activities comes directly via that service.

### 7. ACTIVITIES OUTSIDE SCHOOL HOURS

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## **8. DAMAGE/LOSS TO PROPERTY**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head of School may decide. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head of School may decide.

## **9. VOLUNTARY CONTRIBUTIONS**

Parents may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Parents may be asked to consider making voluntary contributions to school trips, visits or for practical activities such as technology, although it will be made clear to parents that there is no obligation to make a contribution. These contributions will not exceed the actual cost. Where an outside provider is used for out of school activities a voluntary contribution will be sought.

## **10. OTHER CHARGES**

The Head of School, Finance & Organisation Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report.

## **11. REMISSIONS POLICY**

If the parent/guardian of a pupil is in receipt of:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15,575 (Financial Year 2008/09);
- the guarantee element of State Pension Credit; or
- an income related employment and support allowance that was introduced on 27 October 2008,

charges in respect of board and lodging will be remitted in full. The Head of School, Finance & Organisation Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Head of School, Finance & Organisation Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

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Reviewed by Ruth Force (Head of School)