



Hanham Woods Academy

CHARGES FOR SCHOOL ACTIVITIES

1 POLICY

As stated in the Education Reform Act 1988 and interpreted in the D.E.S. circular No 2/89 the policy with regard to charges for school activities at Hanham Woods Academy will:

- 1.1 maintain the right to a free school education;
- 1.2 ensure that activities offered wholly or mainly during normal teaching time will be available to all pupils regardless of their parents' ability or willingness to help meet any cost;
- 1.3 apply the discretion to charge for optional activities provided wholly or mainly out of school hours;
- 1.4 apply the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours, where this is considered to be necessary.

Explanatory note:

"Normal-teaching time" is defined in terms of school sessions or half days taken up by the activity - if the number of school sessions missed by the pupils is less than 50% of the number of half days taken by the activity then it is deemed to have taken place outside school hours.

2 CHARGES

Charges may be made for:

- 2.1 board and lodging on residential visits.
- 2.2 costs associated with individual tuition in the playing of musical instruments unless provided as a part of the syllabus for a prescribed public examination.
- 2.3 activities which take place wholly or mainly outside school hours, and which are not provided as a part of a prescribed public examination nor are part of the delivery of the National Curriculum or religious education provision.
- 2.4 the cost of entering a pupil for a public examination NOT prescribed, and for preparing the pupil for such an examination outside of school hours.
- 2.5 resits of prescribed public examinations where no or limited preparation has been provided by the school.
- 2.6 the entry fee to an examination for which the pupil has been entered and in which the pupil fails to complete the examination requirements without good reason. e.g. does not attend for the final examination.
- 2.7 the cost of re-scrutiny of examination results.
- 2.8 the cost of entering a pupil for an additional alternative examination for an approved course of study.
- 2.9 the cost of replacement or repair in the case of damage, defacement or loss where this is attributed to the result of a pupil's behaviour.

- 2.10 transport direct from home to an activity sanctioned though not provided by the academy or LA e.g. Work Experience.
- 2.11 the cost of materials for a practical subject where a parent has indicated in advance a wish to own the finished product - this may involve parents providing materials or ingredients as in Technology.
- 2.12 the cost of an activity arranged by a third party to take place during school hours (e.g. a Ski Trip arranged by a Travel Company) where the academy takes no responsibility for the arrangements.
- 2.13 costs involved in activities provided mainly or wholly outside of school hours and defined as an "optional extra".

Explanatory note:

A "prescribed" examination is one which the Secretary of State has specified as such.

3 REMISSIONS

There will be a complete remission of charges related to board and lodging as under 2.1 above to pupils whose parents certain benefits (the same as free school meals eligibility criteria).

4 VOLUNTARY PAYMENTS

- 4.1 If an activity cannot be funded without voluntary contribution parents will be informed at an early stage. Whilst there will be no obligation to contribute, no pupil will be excluded from that activity as a result of his or her parents'/carers' unwillingness or inability to contribute.
- 4.2 Should a resource be required for a specific course e.g. A Level Economics text book, students may be offered the opportunity to purchase the resource and retain it.

5 SCHOOL FUND ACCOUNT

The purpose of School Fund is to allow cash etc to be held temporarily. School Fund is non profit-making.

Money collected from pupils/parents towards visits/school events etc will be kept in the School Fund Account. Should an overcharge occur, money will be returned to the pupils/parents concerned, provided this does not create an administrative burden (e.g. 50 parents due less than £5.00 each requiring 50 cheques to be processed), in which case the money will be added to the "Hardship Fund" (held in School Fund). The Hardship Fund operates to support financially disadvantaged pupils enabling them to engage in curricular visits/events, etc.

Should a visit/event incur VAT, the invoice will be paid through the School Bank Account and reimbursed from the School Fund.

Reviewed and Amended: **October 2015**

Date adopted by Full Governing Body: **19 October 2015**