



# **CHARGING POLICY**

## **September 2009**



Specialist Schools  
and Academies Trust  
EXCELLENCE AND DIVERSITY

1 Review Procedures

This Policy will be reviewed on an annual basis by the Governing Body's Personnel & Finance Committee and will be adjusted in line with any subsequent guidelines from the DCSF or Local Authority.

2 Aims

This Policy sets out the School's attitude to charging, describes each type of activity that will be charged for and explains when charges will be made.

3 Principles

3.1 All education provided within school hours will be free. This includes materials, equipment, and transport provided in school hours by the Local Authority or by the school to carry pupils between the school and an activity. "School hours" are those when the school is actually in session, and do not include the break in the middle of the school day.

3.2 Information about school hours and a summary of school charges is provided in the prospectus.

3.3 The school may invite parents and others from time to time to make a voluntary contribution towards any part of the school's work, and to permit the provision of activities which might not otherwise be possible. Parents will be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming. No student will be left out of any activity provided in school time because his/her parents cannot or will not make a voluntary contribution. Parents may be asked to make a voluntary contribution towards activities taking place in school time, or towards activities which are a necessary part of the National Curriculum, or towards activities that form part of the school's basic curriculum for religious education.

3.4 Parents will be asked to meet the full cost of optional extra activities which happen outside school hours, where these activities are not a necessary part of the National Curriculum or religious education.

3.5 Parents will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses for residential courses in school time. These costs will be met for students whose parents are receiving certain benefits (see 4.1 below).

3.6 Charges and contributions requested are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the school will refund any surplus of **£3 or more** per student where the charge for the activity is **under £100**; and **£5 or more** per student where the charge for the activity is **£100 or more**. Any surplus of **less than £3** per student where the charge for the activity is **under £100**; and **less than £5** per student where the charge for the activity is **£100 or more** is transferred to the Student Support Account in the Private School Fund.

3.7 A charge may include an allowance for the cost of teachers from the school who supervise optional extra activities, but only if those teachers

- have been given a separate contract or formal letter asking him or her to provide a service on a particular occasion to provide the optional extra.
- 3.8 Parents will be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in groups of up to four.
- 3.9 General fundraising and sponsorship may be used to permit additional activities.

#### 4 Charging Structure

- 4.1 Residential courses in school time: parents / guardians will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses. The school will meet these costs for children whose parents / guardians receive: Income Support; or Income-based Jobseeker's Allowance; or Support under Part VI of the Immigration and Asylum Act 1999; or the guaranteed element of state pension credit; or Child Tax Credit (providing they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed **£15,575**). The school will do its best to offer assistance in any case where there is hardship.
- The school currently organises an annual French Exchange visit and a German Exchange visit for a limited number of students. A voluntary contribution of **£150-£200** is requested for each trip.
- One residential course currently takes place for A level Geography students. The cost is usually **£150-£200** per student, depending on location and particular arrangements.
- 4.2 Activities outside school hours and not within the National Curriculum (ranging from holiday visits abroad to school matches) are classed as "optional extras". Parents / guardians may be asked to meet the full cost of these activities. Students are asked to pay £1 towards the cost of transport to away fixtures. In the case of residential experience, every effort would be made to offer value for money but the cost may be quite high. It is intended that school-based extra curricular activities should be free or very low cost. The school will do its best to offer assistance in any case where there is hardship.
- 4.3 Activities in school time and / or within the National Curriculum: parents/ guardians may be asked to make a voluntary contribution.
- Voluntary contributions are likely to be requested of parents as follows:
- |        |   |
|--------|---|
| Year 7 | <u>Humanities</u> : 1 day trip, 3 weeks' notice, cost <b>£10-£20</b>                          |
|        | <u>Enrichment Week</u> : programme of events including an overnight stay, cost <b>£30-£80</b> |
|        | <u>PSHCE</u> : 1 day trip, 3 weeks' notice, cost <b>£10-£20</b>                               |
| Year 8 | <u>Humanities</u> : 1 day trip, 2 weeks' notice, cost <b>£10-£20</b>                          |
|        | <u>Citizenship</u> : 1 day trip, 3 weeks' notice, cost <b>£5-£10</b>                          |

- Enrichment Week: students choose from a booklet of activities whose cost ranges from **free of charge to £500** for a trip abroad
- Year 9 Humanities: 2 day trips, 2-3 weeks' notice, cost approx **£10-£15** per trip  
Enrichment Week: students choose from a booklet of activities whose cost ranges from **free of charge to £500** for a trip abroad
- Year 10/11 Humanities: 3 day trips, 2 weeks' notice, cost **£10-£15** per trip  
Maths: 1 day trip, 3 weeks' notice, cost **£5-£10**  
Textiles: 1 day trip, 3 weeks' notice, cost **£15-£20**  
Art: 2 day trips, 3 weeks' notice, cost **£15 - £50**  
Enrichment Week: students choose from a booklet of activities whose cost ranges from **free of charge to £500** for a trip abroad
- Year 12/13 Humanities: 4 day trips, 2 weeks' notice, cost approx **£25** per trip (relates to specific A levels)  
Maths: 2 day trips, 3 weeks' notice, cost **£5-£10** per trip  
Art: 1 trip, 3 weeks' notice, cost **£15 - £50**  
Drama: 2 day trip, 6 weeks' notice, cost **£100-£250** plus 4 days trips, 2 weeks' notice, cost approx **£10** per trip  
Enrichment Week: students choose from a booklet of activities whose cost ranges from **free of charge to £500** for a trip abroad

4.4 Voluntary contributions may be requested from parents to cover the cost of ingredients or materials for practical subjects, particularly where the finished article is kept by the student.

- Year 7 Food Technology: students are asked to bring in ingredients or to make a contribution of **up to £2**, for approx 10 weeks  
Resistant Materials: a voluntary contribution of materials or **£1-£2** may be requested twice a year  
Textiles: a voluntary contribution of materials or **£1-£2** may be requested once a year  
Art: a voluntary contribution of **up to £2.50** may be requested once a year
- Year 8 Food Technology: students are asked to bring in ingredients or to make a contribution of **up to £2**, for approx 10 weeks  
Resistant Materials: a voluntary contribution of materials or **£1-£2** may be requested twice a year  
Textiles: a voluntary contribution of materials or **£1-£2** may be requested once a year  
Art: a voluntary contribution of **up to £1** may be requested once a year
- Year 9 Food Technology: students are asked to bring in ingredients or to make a contribution of **up to £2**, for approx 10 weeks

- Resistant Materials: a voluntary contribution of materials or **£1-£2** may be requested twice a year
- Textiles: a voluntary contribution of materials or **£1-£2** may be requested once a year
- Art: a voluntary contribution of **up to £1** may be requested once a year
- Year 10/11 Food Technology and Catering: students are asked to bring in ingredients or to make a contribution of **up to £2**, each week
- Resistant Materials: a voluntary contribution of materials or **£1-£2** may be requested once a term. By exception, students may choose to undertake a larger project or one using more expensive materials. A larger contribution would be agreed with the student in advance in this circumstance.
- Electronics: a voluntary contribution of materials or **£2-£10** may be requested once a term. By exception, students may choose to undertake a larger project or one using more expensive materials. A larger contribution would be agreed with the student in advance in this circumstance.
- Graphics: a voluntary contribution of materials or **£2-£10** may be requested once a term
- Textiles: a voluntary contribution of materials or **£1-£2** may be requested once a term
- Art: a voluntary contribution of **up to £6** over the whole course may be requested. By exception, students may choose to undertake a larger project or one using more expensive materials. A larger contribution would be agreed with the student in advance in this circumstance.
- Art Design: a voluntary contribution of **up to £3** may be requested once a year. By exception, students may choose to undertake a larger project or one using more expensive materials. A larger contribution would be agreed with the student in advance in this circumstance.
- Year 12/13 Costs will vary according to the student's choice of work. Average cost is **£10** per subject per year. By exception, students may choose to undertake a larger project or one using more expensive materials. A larger contribution would be agreed with the student in advance in this circumstance.

4.5 Individual music tuition takes place on the basis of private charges between tutors and parents.

4.6 Parents / guardians will be charged for: extra examination entries; resits without tuition; entries for examinations not on the prescribed lists; and "wasted" examination entries.

- 4.7 Parents / guardians will be expected to meet some or all of the replacement costs of lost school books or equipment.
- 4.8 Parents / guardians will be expected to meet some or all of the costs of breakages or damage to school buildings, furniture or property.
- 4.9 The school sells a variety of materials to students in the school shop and in class, ranging from stationery and calculators to commercially produced revision guides. Prices are set to cover the school's costs.

5 Miscellaneous Charges (other than for students)

5.1 Lettings

Charges for lettings are agreed annually by the Governors' Personnel & Finance Committee.

5.2 Photocopying

Charges for private photocopying (including VAT where appropriate) are as follows:

Black & white	A4	<b><u>5p/copy</u></b>	A3	<b><u>10p/copy</u></b>
Colour	A4	<b><u>15p/copy</u></b>	A3	<b><u>25p/copy</u></b>
B&W double-sided	A4	<b><u>8p/copy</u></b>	A3	<b><u>12p/copy</u></b>
Laminator	A4	<b><u>15p/copy</u></b>	A3	<b><u>30p/copy</u></b>
Laminator			A2	<b><u>90p/copy</u></b>
B&W OHP sheet	A4	<b><u>15p/sheet</u></b>		
Colour OHP sheet	A4	<b><u>30p/sheet</u></b>		
Spiral binding		Small <b><u>15p</u></b>		Large <b><u>20p</u></b>

Charges for private photocopying (including VAT) to Belper School Private School Fund accounts and to Belper School PTFA are as follows:

Black & white (bulk)	A4	<b><u>2p/copy</u></b>	A3	<b><u>4p/copy</u></b>
Black & white	A4	<b><u>5p/copy</u></b>	A3	<b><u>10p/copy</u></b>

5.3 Private telephone calls and faxes

Staff and others using the school telephone or fax machine may do so at the normal BT costs

*Approved at the Governors' Personnel and Finance Committee 18 June 2009*