



## **THE CAVENDISH SCHOOL CHARGING POLICY (Excluding Lettings)**

Date approved: January 2015  
Review date: January 2018

## **Charging & Remissions Policy**

Any charges made by the school must meet the requirements of the Education Reform Act 1988. The Governors endorse the guiding principles contained in the Act, in particular that no child should have its access to the curriculum limited by charges.

### **AIMS:**

To make a broad programme of trips and activities accessible to as many students as possible. To establish and maintain a fair and coherent system of charges within the constraints of the school budget.

### **PRACTICE:**

#### **Curricular and extra-curricular activities**

Charges will not be made for any activities which form part of a prescribed examination syllabus, or are in fulfillment of National Curriculum requirements. Activities which are wholly or mainly within school hours should not normally be chargeable. Voluntary contributions may be invited for trips which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.

Trips which take place mainly out of school hours are chargeable. Board, lodging and travel costs will be charged on residential trips, subject to statutory exceptions.

#### **Examinations-**

The cost of examination entries for subjects taught within the school will normally be met by the school. In cases where candidates have failed to meet the school's entry criteria but still wish to be entered, they may be asked to pay entry fees, returnable on the achievement of grades in those subjects.

Charges will also be levied for:

- The cost of entering a student for a public examination not prescribed in regulations, and for preparing the student for such an examination outside school hours.
- The cost of entering a student for an examination on the set list, but where the student was not prepared for it at the school. The cost of re-sits of prescribed public examinations where no further preparation has been provided by the school. The cost of entering a student for a second public examination when preparation by the school enables the student to take more than one examination.
- Missed examinations, other than those missed through illness which are supported by a doctor's letter or certificate, or those reasons which are supported by the Headteacher. The cost of any scrutiny of examination results if so requested by parents.

In cases where charges are to be levied, parents will be advised. Requests for help from parents on Income Support or Family Credit will be considered and assistance provided within the limits of the school's budget. Complete confidentiality will be observed in all such matters. Any administration, insurance and cover costs will be included in charges for trips or activities.

### **Free School Meals**

The Finance Office staff encourages and assist parents in completing their benefits claim forms which entitle students to Free School Meals.

### **Lockers**

Parents who request and are allocated a school locker for their son or daughter are charged a fee with a sum refundable when the key is returned when they leave the school. Additionally for sixth students there is a separate agreement with payments made direct to the company.

### **Stationery Shop**

The Student Services Officer retains a wide stock of regularly used items which are sold at cost excluding VAT.

### **Design and Technology**

The school provides the basic condiments like salt and pepper as a matter of course to all students who take Food Technology. In cases where a student is eligible for Pupil Premium funding, if requested food items are purchased by the school on their behalf. The same rules as above are applied to students who opt to take Textiles and D & T.

### **Music Lessons**

For students who opt to take music lessons as an extra curriculum activity a charge will be made in line with the expenditure incurred by the school from the HCC music service.

### **PE**

Where students choose a physical education activity off-site, they meet the cost of the activity, which is normally provided by the centre at a discounted student rate.

### **Resources**

Printing for third parties is charged at a realistic commercial rate and any monies received are credited to the school.

### **Damage to school property**

When a student has been identified as causing damage to the fabric of the school or to school property, a letter is sent to the parents/carers requesting their support that the student will pay a contribution towards the repair/replacement cost. The Headteacher has the discretion to reduce the cost, taking into account the circumstances.

### **PE Kit**

Parents are charged the same price that the school pays for PE kit, plus a small additional administration fee (maximum 10% of cost). In exceptional circumstances the Headteacher is delegated the authority to assist in the case of hardship and make secondhand PE kit available for a nominal fee.

## **Revision Guides**

Curriculum Leaders organise the ordering of revision guides and charge students at cost price. This will reflect any discount the school is able to negotiate.

The Headteacher has the discretion to levy such charges as deemed appropriate and reasonable in circumstances not identified above.

The Headteacher does have the discretion to reduce any cost that may be incurred within school.

For students in receipt of Pupil Premium funding, a decision will be made on an individual basis in line with the Schools PP Policy.

## **APPENDIX**

### **Activities within school time - definition**

A trip counts as falling within school time if the number of school sessions missed by the students amounts to half or more of the number of half-days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half-days beginning at noon and at midnight. On this basis, a term-time trip from noon on Wednesday to 9 pm on Sunday would last for nine half-days, including five school sessions, and would count as taking place in school time. A trip from noon on Thursday to 9 pm on Sunday would count as seven half-days, including three school sessions, and would be classified for charging as taking place outside school time. If 50% or more of a half-day is spent on a residential trip, you should treat the whole of that half-day as spent on the trip.