



CHARGES FOR EDUCATIONAL ACTIVITIES

1. No charge can be made for any activity organised by the school which takes place in school time (which is defined as where more than 50% of the time for the activity [with associated travel time] takes place within the advertised school session times). The exception to this is instrumental music tuition provided by visiting teachers, although the school does subsidise these costs.
2. Neither the pupil nor his parents will be required to pay for or to supply basic materials, curriculum and exercise books, instruments or other equipment for use in connection with education provision during school hours. This does not preclude sharing such books and materials. However, parents may wish to provide pupils with some basic equipment e.g. calculators, and enhancing materials such as acrylic paint (GCSE/A Level Art), study/revision aids, exam packs, books that they wish to annotate in advance of examinations.
3. The school will provide and/or pay for any ingredients, basic materials, equipment etc. to comply with requirements for practical subjects but parents may be asked to contribute on a voluntary basis. If the parents have indicated in advance a wish to own a finished product then an appropriate charge will be made.
4. Charges may be made for activities provided wholly or mainly outside school hours as long as these activities are optional extras. Indeed, these activities which add breadth to the curriculum may depend entirely on parental contributions. These activities are managed to cover all associated expenses. However, in the unlikely event of a surplus, the school endeavours to return unspent funds for a specific activity to parents if these exceed £10 per pupil.
5. Charges may be made for board and lodging on residential courses. Pupils who are on the Pupil Premium distribution list whose parents are in receipt of Income Support, Job Seekers Allowance or Family Credit/Universal Credit **can be supported towards an element of** board and lodging costs. **For these cases**, it is important that the Bursar is consulted at an early stage.
6. Pupils who are on the Pupil Premium list or are 16-19 Bursary holders should always have any requests for financial support for any school based educational activity looked upon favourably by those distributing discretionary funding.
7. Parents may be invited from time to time to make voluntary contributions towards any aspect of the school's work.
8. Charges will normally be made to pay for the cost of non-accidental damage to premises and property (including the loss or defacement of school textbooks, locker keys etc). A non-refundable charge for school lockers will be made when the pupil joins the school (from 1 Sep 2015). A start up allowance is provided for paper usage each academic year. When this is used up, top ups can be made through Parentpay.
9. There may be occasions when an organisation other than the school governing body arranges an activity to take place during school hours and parents want their children to join the activity. Such organisations may charge parents for the services provided but parents must seek permission for absence.
10. No charges may be made for entering pupils for prescribed public examinations unless:-
 - a) The pupil was not prepared for the examination at school.

- b) The examination is not on the prescribed list.
 - c) The pupil fails without good reason to complete the requirements for any public exam, e.g. not attending for controlled assessment or examination without good reason, for which the governing body originally paid or agreed to pay the entry fee.
 - d) The pupil re-sits examinations where there has been no further preparation by the school.
- 11 Subsidies from the Amenities Fund will normally be made for activities that are of an educational nature and occurring outside school hours.
- 12 There are limited funds available to give discreet and confidential help to pupils whose parents may find it difficult to make voluntary contributions, in order that they may participate in educational activities outside school hours. Please contact the Bursar in the first instance.
- 13 This policy has due regard for the Equality Act 2011 whereby the policy's actions advance equality of opportunity, foster good relations and seek to eliminate discrimination for all members of the school community.

SLT/Finance Governors

Reviewed September 2018

Full Governing Body

Approved October 2018

PGS/P/6 Academy