

1. INTRODUCTION

**Equalities Statement:**

We have considered and analysed the impact of these policies on equality and the possible implications for people with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Under the Education Reforms Act 1988 every school, through its' Board of Trustees must have a policy on charging for school activities.

1.1 Unless a school has such a policy, the school is acting illegally if it makes a charge, even if such a charge would be legal under the legislation.

1.2 As part of the Trustees policy for charging, it must decide "what their policy on remission for 'students' who might be disadvantaged owing to their family financial circumstances" will be.

2. SCOPE OF THE POLICY

2.1 The basic philosophy of this policy is that there should be no charge for any form of education or related activity if it takes place during school hours. There are a few exceptions.

2.2 For school visits during normal school hours, no actual charge will be made for travel and tuition, but the Trustees will ask parents for a contribution. This will all be explained in a letter to parents e.g.

"We are asking for a contribution of £... per student to cover the full cost of the trip. If there are any problems with paying would you please contact me as soon as possible."

"I must point out that if there are insufficient funds received from parents the trip will not take place. I would therefore be grateful if you could return the reply slip below immediately so that we can determine whether there are sufficient funds available to allow the trip to proceed."

At the end of the trip any surplus monies must be used for, or returned to, the students.

2.3 For journeys out of school hours, travel and tuition fees will not be charged if the activity is related to the National Curriculum or forms part of the syllabus of a prescribed examination. However, contributions will be sought (see above).

2.4 Board and lodging costs, for all residential trips, both in and out of school time, can be charged for (though the points raised above in point 2.2. still apply).

2.5 The Trustees will charge for costs incurred through wilful damage or negligence to school property, including that of staff and students. This may cover the whole cost or part thereof and each case is decided separately in consultation with the Principal/Headteacher. Details of damage done and a bill for repairs will be sent to parents.

2.6 The Trustees will normally pay for entrance to public exams, though they may make a charge for entrance fees to public exams which are not "prescribed" or for which the student has not been prepared by the school. The Trustees will also charge parents for entrance fees to public exams for which students have been entered but which they fail to attend or for which they fail to submit coursework unless there is a valid reason, i.e. medical.

2.7 Students will not be charged for books, instruments and equipment. However, aprons, sports clothing and football boots are not considered as equipment and are included in the uniform and equipment list. Books, instruments and equipment that are loaned to students and not returned will be charged for.

2.8 In practical subjects, students will only be charged for ingredients or materials if there is a finished product AND the parents have indicated in advance that they wish to own the finished product. It will be made clear in school literature that students will take home all products made in practical subjects and left to parents to notify the school if they do not wish this to happen.

### 3. REMISSION OF CHARGES (FROM UNOFFICIAL FUNDS)

3.1 Remission of charges is at the Principal/Headteacher's discretion.