

# Hanson School

## Charging Policy

*May 2015*

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<b>Approved by Governing Body Sub-Committee:</b> <ul style="list-style-type: none"><li>• Interim Executive Board</li></ul>	<b>Date:</b>  <b>June 2015</b>
<b>Ratified by Full Governing Body:</b> <ul style="list-style-type: none"><li>• Interim Executive Board</li></ul>	<b>Date:</b>  <b>June 2015</b>
<b>Signed off by Chair of Governing Body:</b>	<b>Date:</b> <b>May 2015</b>

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### Voluntary Contributions

When organising school trips and visits which enrich curriculum and educational experience for students, we invite parents/carers to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient contributions we will need to consider whether the visit is financially viable which may result in cancelling the trip. If the trip goes ahead, it may include students whose parents/carers have not paid the full contribution. Information is available on request for those parents seeking financial support.

The following is a list of additional activities that may be organised by the school which require voluntary contributions from parents/carers.

- Visits to museums
- Sporting activities which include transport expenses
- Outdoor adventure activities
- Visits to theatres
- Musical events

### Residential Visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make a charge for the education. However, we do make a charge for the board, lodging and travel expenses. Students who are entitled to FSM when the residential trip takes place will not have to pay for board and lodgings. If parents/carers are experiencing financial difficulty in meeting these costs, they are invited to contact the trip organiser at the school.

### Music Tuition

All students study Music as part of the normal school curriculum. We do not charge for this. Individual or small group music sessions are available outside of the normal school curriculum. A small charge is made for these for students who are not pupil premium students. These places are limited in number. If a student does not regularly attend these sessions, they will be required to relinquish their place in favour of the next student on the waiting list. No charge will be made for children who are in Local Authority care or who are pupil premium students.

### Exam Fees

We do not charge for exam fees as part of the normal curriculum. Where students wish to resit their exams in order to obtain an improved grading, a charge of £20 for the exam entry fee will be made in advance of the entry. If the student receives an improved grade, the exam fee will be reimbursed at a later date. A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee. Late entry or amendment fees are paid by the Subject Department or candidates. Candidates or Subject departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies. Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

### Materials and Textbooks

Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, school will provide the basic ingredients for Years 7 and 8 as part of ensuring that all students have access to the curriculum. Students who choose food technology as part of their options usually provide their own ingredients, but if the pupil forgets,

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or the school is able to bulk purchase and sell to students at a reduced price thus providing the ingredients, a charge will be levied. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

### **Library Books**

Library books are available to borrow from the Learning Resource Centre for academic study or reading for pleasure. In order to provide a wide range of reading opportunities it is vital that all borrowed books are returned and in a timely way. In the past we have levied financial fines for the late or non return of books.

### **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Facility Hire Charges**

Please see Recreation Hire Charges sheet.