


Charging Policy

Date approved	September 2024	Approved by	Resources Committee
Review cycle	1 year	Signature	
Date for review	September 2025	Author	Director of Operations

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Debt Recovery Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Finance Policy

1. Scope

1.1 This policy applies to all stakeholders in school and those who wish to use the school facilities

2. Principles

2. Respect Collaboration of Schools (The School) values the dignity of every individual member of staff and will apply this policy fairly and consistently in line with its core values of RESPECT. We will explore reasonable adjustments in applying this procedure to employees with a disability.

3. Procedures

- Schools **may not** charge for any activities that take place in school time except for instrumental and vocal teaching.
- Schools may **invite** parents and others to make **voluntary** contributions towards any aspect of the school's work, for example towards the cost of a trip or a specific activity.
- Schools **may charge** for activities that are provided wholly or mainly outside school hours **as long as these are 'optional extras'** (for example after school recreational or sporting clubs).
- Schools **may charge** for board and lodging on residential courses.

- Schools **can charge** for music tuition.
- Pupils, whose parents are in receipt of certain benefits, **do not have** to pay for board or lodgings on residential courses.
- Schools **may make a charge** for materials or ingredients when art work, design work or food completed in school is taken home.
- Schools **may charge** for examination entries in a subject in which the school has not prepared the pupil or when a pupil has not completed any necessary coursework required by the syllabus.

4. School Meals

No charge will be made for pupils entitled to free school meals.

Charges for pupils not entitled to FSM will be determined by the School. These are currently set at £2.75 for pupil meals and £3.25 for adult meals.

5. Exams

No charge will be made for exam entry fees. Students are not required to sign for exam entries.

6. School Trips/Visits

Pupils will be asked to make a contribution to the cost of the trip/visit including transport.

No pupil will be excluded from a visit/trip if a contribution is not made.

The balance of the cost of the visit/trip including transport will be met from the school's delegated budget.

7. Damage to school property/buildings

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.