

The Holy Trinity C of E Secondary School



Charging Policy	
Policy last reviewed:	November 2022
Next review due:	November 2025
Member of staff responsible:	Chrissie Millwood
Governor's Committee:	Leadership & Resources

Vision Statement

Our vision is to be a centre of excellence for learning inspired by Christian values where every person in our school community fulfils their potential.

Mission Statement:

Our mission is to be a deeply Christian inclusive community which values every individual as a child of God.

Values Statement

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its students.

Dignity

Underpinning all that we do is the core belief in the ultimate worth of each person as a child of God – precious, valued and loved by God. Dignity comes from the knowledge of our ultimate worth as human beings.

Community

Having understood our value as individual human beings, we express this value through the quality of the relationships that we share with each other. Community, living well together, is of very great importance to us as a school, as is the place we each take in the wider community locally, nationally and internationally.

Wisdom

As a school we seek to foster confidence, delight and discipline in seeking wisdom, knowledge and truth. This is achieved through the nurturing of academic habits and skills, emotional intelligence, resilience and creativity across the breadth of the curriculum.

Hope

As we prepare our students for the future we look to open up horizons of hope and aspiration, encouraging our students to embrace these with confidence and sending them out to make a difference to the world in which they live.

1. Introduction

- 1.1 The purpose of this policy is to provide clear information about charging and voluntary contributions for the activities of the school.
- 1.2 This policy explains the legislation governing the charging for school activities as set out in the Education Act 1996: Sections 449-462. It covers what the governing body may and may not charge for when activities take place either during or outside of school hours, including residential activities. The need to have charging and remissions policies and requests for voluntary contributions are also addressed.
- 1.3 This Policy takes account of and is fully consonant with our School Core Values and our obligations under our Equality and Diversity Policy
- 1.4 The school follows the West Sussex Policy for Charging for School Activities that mirrors the information given in the Department for Education's advice document published in May 2018 (<https://www.gov.uk/government/publications/charging-for-school-activities>)
- 1.5 **No charge can be made for:**
 - admitting pupils to the school
 - materials, books and equipment, including instruments
 - transport provided in school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity
 - Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination for which the pupil is being prepared at the school, or part of religious education. (see 5.1 below)
- 1.6 **Charges may be made for:**
 - Any materials, books, instruments, or equipment, where parents wish their child to own them
 - Optional extras (see para. 9)
 - Music and vocal tuition in limited circumstances
 - Clothing items shall be provided by the parents as part of the normal school uniform
 - Cost of travelling to and from home when pupils are on Work Experience would normally be met by parents

2. Voluntary Contributions

- 2.1 In general no charge can be made for admitting pupils to the school. Where education is provided wholly or mainly during school hours, it should be free.
- 2.2 No compulsory charge will be made for any activity which takes place during school hours.
- 2.3 Voluntary contributions for the benefit of the school or in support of any school activity may be invited at any time. However, such contributions must be genuinely voluntary.
- 2.4 In the case of activities for which charges cannot be levied, the request must clearly state that it is not obligatory and that non-contribution will in no way penalise the student. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity may be cancelled.

3. Arrangements

To ensure good practice and compliance with the necessary regulations it is expected that:

- 3.1** All letters regarding contributions for school activities will make it clear that these are voluntary and that children of parents/carers who do not contribute will not be treated differently.
- 3.2** If any parents/carers have any financial difficulty (no pupil will be prevented from taking part) they will be invited to contact the Headteacher, Business Manager or Finance Office who will come to an agreed arrangement.

4. Residential Visits

- 4.1** If a residential visit takes place covering 50% or more of the whole time spent on the activity within the school week or it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel.
- 4.2** Charges not exceeding the actual cost for the individual student can be made for board and lodging.
- 4.3** Voluntary contributions (as above) will be requested to cover all other costs.
- 4.4** Students whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:
 - Universal Credit in prescribed circumstances;
 - Income support;
 - Income-based Jobseeker's Allowance (IBJSA);
 - Support under part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit;
 - Guaranteed element of State Pension Credit.
- 4.5** An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of the school week and is not a requirement of the syllabus for a public examination or is not to do with the national curriculum or religious education.
- 4.6** In this case this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs.
- 4.7** This charge will not exceed the actual cost of the provision.
- 4.8** Parents/carers in receipt of the allowances identified above have the same entitlements.

5. Music Tuition

- 5.1** There will be a voluntary charge for musical tuition. Subsidised musical tuition is available for FSM/PP students via West Sussex Music and can be applied for via the Music Department for HTS peripatetic teachers. At KS4 there may be an opportunity to request financial support as performing is an essential part of the public examination syllabus. At KS5 all students have funded singing lessons.

5.2 For other musical tuition, charges will be made for individuals or groups to play a musical instrument or to sing and for the hire and repair of instruments which are used for instrumental tuition at school.

5.3 No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

6. Public Examinations

6.1 Entry fees may only be charged for examinations in the following circumstances:

- A prescribed examination where the preparation would enable a student to take one or two additional alternative examinations. In such cases charges will be made for all but the first examination entry
- When a student is entered for a prescribed public examination for which he or she has not been prepared by the school
- For a re-sit when no additional preparation has been given by the school since the occasion of the first examination entry
- For a re-mark where the request is not made at the request of the school

6.2 If a student fails without good reason to complete the examination requirements for any public examination for which the Governing Body or L.A. has paid – or is liable to pay – an entry fee, then the fee is to be recovered from the parents regardless of whether the examination is prescribed. The “examination requirements” include both the coursework requirements and the sitting of the final examination.

7. General Charges

7.1 Parents will be requested to refund the cost of:

- Defaced, damaged or lost books or resources
- Wilful, malicious or reckless (but not accidental) damage to school buildings property and equipment
- Removing graffiti for which their child is found to be responsible

8. Recovery of sums payable by parents

Any sums payable by parents, as itemised above, shall be recoverable summarily as a civil debt.

9. Optional extras

Charges may be made for optional extras as follows:

9.1 Education provided outside of school time that is not:

- part of the National Curriculum
- part of a syllabus for a prescribed public examination for which the pupil is being prepared at the school
- part of religious education
- Examination entry fees if the pupil has not been prepared for the examination at the school
- Examination re-marks made at the request of Students or parents
- Transport that is not required to take the pupil to school or to other premises where arrangements have been made for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit

9.2 In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide and optional extra. This includes supply teachers engaged specifically to provide the optional extra
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical, where the tuition is an optional extra

10. Remission of Charges

- 10.1 Students whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges:
- Universal Credit in prescribed circumstances;
 - Income support;
 - Income-based Jobseeker's Allowance (IBJSA);
 - Support under part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit;
 - Guaranteed element of State Pension Credit.
- 10.2 The governors delegate to the Headteacher a power of discretion. This discretion may be used to waive charges, either in full or in part, for an individual student.
- 10.3 The Headteacher's discretion will be exercised where, in the opinion of the Headteacher, there is clear evidence of financial hardship or an educational or social imperative for a given student to benefit from an activity which, but for a remission, would make their participation impossible.

11. Monitoring and Review of Policy

The Governing Body will review this policy every 3 years, and as necessary due to any changes in legislation.