



## MAIDENHILL SCHOOL

### CHARGING POLICY

**MANAGEMENT RESPONSIBILITY:** Head Teacher  
& Business Manager

**RATIFIED:** February 2024

**AUTHORISED SIGNATORY:** \_\_\_\_\_  
Eric Dawson, Chair of Governors

**REVIEW DUE:** February 2025

#### STATEMENT OF INTENT

1. Maidenhill's objective is to provide for all students the best possible educational opportunities available within the funds allocated through its budget. The law states clearly that education during normal school hours is to be free of any compulsory charges to parents. The school warmly endorses that principle.
2. It recognises, however, that many educationally valuable activities have been and will continue to be dependent on contributions in whole or in part from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of the educational programme provided for students. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all students are able to take part, irrespective of their circumstances.
3. Although it is permissible to ask parents to contribute more than the minimum amount in order to subsidise those students whose parents have not contributed, the Governing Body has decided that when made, charges per student cannot exceed the actual costs incurred, which means that students who can pay should not be charged extra to cover the costs of those who cannot afford to or do not wish to make a contribution.
4. Although schools cannot charge for school-time activities, they may still invite parents and others to make contributions to make school funds go further. However, no child may be excluded from such an activity because his or her parents cannot or will not contribute. To this end, parents/carers will always be invited to contact the Headteacher for financial support in times of hardship. Where possible, and if funds including Pupil Premium are available, support will be offered.

#### ACTIVITIES DURING THE SCHOOL DAY

5. The school day is defined as: 8.45-12.45 and 13.20-15.00.

6. All activities that are an essential part of the Curriculum plus religious education will be provided free of compulsory charge. This includes any materials, equipment and transport to take students between the school and the activity.

7. Charges will be made for teaching an individual student or groups of up to four students to play a musical instrument, unless the teaching is an essential part of the Curriculum or a public examination syllabus being followed by the student(s), or part of religious education.

8. There will be no charge for any activity that is an essential part of the syllabus for an approved examination.

### **CONTRIBUTIONS BY PARENTS/CARERS**

9. Contributions will be sought for activities during the school day that entail additional costs. In these circumstances, no student will be prevented from participating because his/her parents/carers cannot or will not make a contribution. However, should there be insufficient contributions, the trip/activity may have to be cancelled and this will be made clear to parents at the outset. All letters advertising visits/activities will invite parents/carers to write to the Headteacher if facing financial hardship. Where appropriate pupil premium funding may be used to support a visit or activity.

### **EDUCATION PARTLY DURING THE SCHOOL DAY**

10. If a non-residential activity happens partly inside the school day and partly outside it, there will be no charge if most time spent on the activity falls within the school day. (see previous paragraphs regarding contributions by parents/carers). Conversely, if the bigger proportion of time spent falls outside the normal school day, charges will be made. When such activities are arranged parents/carers will be told how the charges were calculated.

### **OPTIONAL ACTIVITIES OUTSIDE THE SCHOOL DAY**

11. The school will charge for optional, extra activities provided outside the school day: for example, tutor group trips to bowling and theatre trips over and above those required by the examination syllabus. Such activities are not part of the Curriculum or religious education, nor are they part of an examination syllabus and therefore no financial support from the school will be available.

### **RESIDENTIAL ACTIVITIES**

12. Charges will be made for board, lodging and transport.

In cases of financial hardship the school will, where possible and within the constraints of the school budget, offer financial support eg via Pupil Premium funding and/or signpost charities and organisations that support families experiencing financial hardship.

13. Other charges will be made to cover other costs and in such cases parents will be told how the charges were calculated.

### **SCHOOL MINI-BUS (IF ACQUIRED)**

14. Only the school's students, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit - under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

## **CALCULATING CHARGES**

15. When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will be made, where appropriate, through the use of Pupil Premium funding.

16. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **DAMAGE TO OR LOSS OF SCHOOL PROPERTY**

17. The Headteacher may, at their discretion, impose a charge to recover all or part of any direct cost incurred by the school in repairing damage proven to have been deliberately caused by an individual or group of people, including students or staff. In such circumstances the Headteacher will write a letter explaining the rationale for any charge. The making of any such charge does not preclude additional action by the school. Damage occasioned to school library books due to lack of care by a student (rather than by general wear and tear) such that the book has to be removed from circulation will also incur such charges, as will the non-return of library books which have been overdue for 40 school days or more.

## **EXAMINATION FEES**

18. The school will pay the entry fee for all prescribed examinations except:

- where the senior leadership team considers that there are educational reasons why the student should not be entered but where the parents/carers have requested in writing that their son/daughter be entered;
- where the school has not prepared the student for the particular examination.
- where a student fails to sit an exam without good reason and does not meet the necessary requirements e.g. the student has no medical evidence nor evidence of other mitigating circumstances
- where a student sits an exam but makes no effort to complete the paper(s)

Prescribed examinations are specially recognised by the Secretary of State for Education and Employment

19. If a student (with parental agreement) is entered for a non-prescribed examination then the parents/carers may be charged the entry fee together with any associated charges.

## **CHARGING EXTERNAL ORGANISATIONS FOR SERVICES PROVIDED BY THE SCHOOL**

21. A letter confirming the service to be provided by the school, and the terms and conditions that shall apply, including the price that will be charged, will be sent by the school before the service is provided. The price charged will be no less than the full cost to the school, and may be higher (at the Headteacher's discretion). An official invoice must be raised by the school Finance Office in all cases and sent to the debtor as soon as possible, and no later than one week after the provision of the service.

## **MONITORING AND EVALUATION**

22. The Business Management Committee of the Governing Body will annually monitor and review the impact of this policy.

Note: This policy complements the school's policies on equal opportunities, curriculum, finance, and teaching and learning. It has been informed by: *GCC Offsite Visits*; *DfE Guidance on Charging for School Activities*; *GCC VAT Guide for Schools*; and *A Guide to the Law for School Governors* (which provides detailed guidance on charging for residential activities, use of mini-buses, public examinations and activities provided during school hours by external bodies).