



Co-op Academy
Failsworth

CHARGING POLICY

Issue 3

SCHOOL CHARGING POLICY

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SCHOOL CHARGING POLICY

1. Introduction

Failsworth School Governing Body believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

The Charging Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. It also sets out the School's attitude to charging, describes each type of activity that will be charged for and explains when charges will be made.

The policy will be reviewed on an annual basis by the Governing Body's Finance Committee and will be adjusted in line with any subsequent guidelines from the DfES or Local Authority.

2. Admissions

No charge will be made for admission.

3. School Trips

1. Day Trips

No charge, other than voluntary contributions (see section 9), will be levied in respect of day trips that take place during school hours or are part of the curriculum. (*School hours are defined as being those during which the school is in session, but excluding breaks*).

2. Residential Trips – Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodgings only. Voluntary contributions may be requested to cover transport, course fees, and other administrative charges. (See section 9).

3. Residential Trips – Non Essential

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a. if the amount of the school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. if the amount for school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodgings.

4. Where charges are made the cost may not exceed the actual cost to the pupil and cannot subsidise any other pupils participating. The cost of those pupils omitted from charging will be met by funds available to the school.

5. The costs incurred by teachers providing/supporting the activity/residential may be included in the costs to pupils.

6. A pupil's participation in such an activity will be a matter for parental choice and on the basis of a willingness to meet any charges applicable. Thus such an agreement is a prerequisite to a pupil's inclusion.

4. Examination Entries

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1. No charge will be made for a pupil's entry to any prescribed public examination for which the pupil has been prepared at the school, whether during or outside school hours.
2. A charge will be imposed in respect of examination entries for pupils for any additional qualifications to those offered by the school.
3. Where a pupil and/or parents have requested that an examination be remarked a charge will be levied. However the cost of the remark will be refunded should the examination board accept that the original mark was incorrect and the grade subsequently increased.
4. Where the school has requested that an examination be remarked the cost will be paid by the school.
5. Where the school is satisfied with a pupil's result, parents may pay for a further re-sit of the course/exam in order to gain an improved mark.
6. A charge will be levied for pupils re-sitting an examination where the school is satisfied with the original result and where there is no strong evidence of improvement since the original examination.
7. The charges levied as stated above will be the cost of the examination entry or re-mark and are payable to Failsworth School in advance.

5. Materials & Textbooks

1. The school will not charge for books, materials, equipment and instruction in connection with the National Curriculum or statutory Religious Education taught in school.
2. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be imposed for the cost of materials used.
3. The school may request parents/carers to provide materials for any activity that produces an end product where the pupil takes it home, e.g. cookery.

6. Music Tuition

1. Charges will not be made for class tuition during school hours where the pupil studies' music as part of the normal school curriculum.
2. A charge will be made for individual or small group music tuition which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum.
3. The charge can include:
 - i. the cost of the teacher
 - ii. the costs of sheet music
 - iii. the hire and insurance of a musical instrument.
4. Serious consideration will be given to requests for tuition from parents suffering financial hardship or whose child is in receipt of Free School Meals, with each case being judged independently and given at the school's own discretion.
5. Parents are asked to make a term's commitment in advance to tuition. Parents will be invoiced termly, (in advance).

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6. Parents will be required to terminate music tuition at least one term in advance and in writing to the Head of Music. Should a pupil decide not to attend tuition at any time during a term period, no reimbursement of fees will be given.
7. Tuition will be cancelled if payment is not received in advance. However, parents will still be liable for settling any outstanding amounts.
8. School reserves the right to terminate tuition if it does not consider groups to be viable, or if progress/commitment is unsatisfactory. This will always be done after consultation with the instrumental teachers and parents.
9. School insurance will cover loaned instruments in school; however parent's/carers own insurance must cover the cost of replace/repair, should damage occur outside these times. Insurance should be taken out for pupils' own instruments.
10. Music tuition will be charged at £65 per term from September 2018 which is to be paid via the finance office upon receipt of an invoice and within 14 days of the date of the invoice. Music fees are reviewed annually and if there is to be an increase parents will be advised in advance.

7. Activities Outside School Hours

1. No charge will be made for activities outside school hours that are part of the National Curriculum or Religious Education, or that form an essential part of the syllabus for an approved examination. Voluntary contributions may be requested (see section 9)
2. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

8. Damage/Loss to Property

1. A charge will be levied in respect of wilful or malicious 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.
2. A charge will be levied in respect of wilful or malicious damage, neglect or loss of school 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.

9. Voluntary Contributions

1. Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.
2. Any such contributions must be genuinely voluntary and it will be made clear to parents/carers if contributions are requested that:
 - i. there is no obligation to contribute
 - ii. pupils will not be treated differently according to whether or not their parents have made a contribution
 - iii. the proposed activity may not take place unless a substantial majority of parents contribute

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3. If an activity cannot be funded without voluntary contributions, this will be made clear to parents in an initial letter indicating
 - i. the nature of the proposed activity and its education value;
 - ii. the contribution per pupil which would be required if the activity were to take place;
 - iii. the activity would not take place if insufficient contribution were forthcoming.
4. A suggested amount for a contribution to cover costs will be provided in advance of the trip.

10. Lettings

1. Kier Managed Services are responsible for the letting of the school due to the PFI contract; however the school is able to let the facilities out between 7.30am – 6.30pm Monday to Friday. For weekend and evening lettings Kier must be contacted.
2. The school may make its facilities available to outside users at the discretion of the Headteacher and/or Governors. The scale of charges will be determined annually by the Finance Committee and form part of our separate lettings policy.
3. Hire of football pitches, grass and artificial are available at Failsworth Soccer Centre and a charge for the hire will be levied. Please see Lettings Policy
4. The Finance Committee annually review and set charges made for use of school premises and the Soccer Centre.
5. See Lettings Policy for further details.

11. School Uniform

1. Compulsory school uniform is purchased from Zuttis, located in Oldham town centre on Yorkshire Street, including sweatshirts, blazers, PE kit, and Dance kit. The school, and Zuttis, will not seek to make a profit from these sales but will ensure costs are covered.
2. The charges for the sale of uniform are reviewed on an annual basis to ensure the Zuttis are not making a profit from the sales, nor making a loss.
3. Assistance to parents/carers for the purchase of school uniform may be available for hardship cases. All cases will be assessed independently by the Headteacher. To be eligible for uniform hardship the following criteria will have to be met:
 - i. Pupil must be eligible for free school meals
 - ii. Attendance is being affected due to not having correct uniform

Plus one of the following:

- i. Loss of clothing following a domestic crisis such as house fire or burglary; or
- ii. Have been admitted outside normal cycle of admission such as:
 - a. Re-integration following permanent exclusion; or
 - b. Physical relocation due to domestic violence or child protection concerns; or
- iii. Any other exceptional circumstances.

12. Other Charges

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1. Some goods may be purchased through the school for the convenience of parents, pupils or teachers. The school will not seek to make a profit from these sales. Goods in this category include school clothing, revision guides, stationery, etc.
2. From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

13. Remissions Policy

1. In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at a reduced charge or no charge to parents in particular circumstances.
2. The parent/carer of the pupil must be in receipt of Free School Meals **or** receive any of the following:
 - i. Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
 - ii. Income Support
 - iii. Income-based Jobseekers Allowance
 - iv. An income-related employment and support allowance
 - v. Support under part VI of the Immigration and Asylum Act 1999
 - vi. Child Tax Credit
 - vii. The Guarantee element of State Pension Credit
 - viii. Working Tax Credit**(Proof will be required to receive discount)**
3. In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher and Finance Manager in consultation with the Finance Committee or Chair of Governors.
4. The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
5. The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.
6. The Headteacher, in consultation with the Chair of Governors will make authorisation of all remission requests from parents/carers.
7. All requests of remissions must be placed in writing to the Finance Office at the school.

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Change Control Log

Issue	Date	Reason for Change	Custodian
1	Oct 16	Introduction of Document Control	HSH
2	May 18	Change to Remissions Policy Section 2	HSH
3	Sept 18	Change to music fee amount	HSH