

Shoeburyness High School

A member of Southend East Community Academy Trust



CHARGING POLICY

November 2018

Status	:	Statutory
Next revision due	:	November 2020
Reviewed and monitor by	:	Bursar/SBM
Agreed by	:	Local Governing Body
Signed by Chair of Local Governing Body	:	

1. AIM

To meet the requirements of the 1996 Education Act (Section 449 – 462) to clarify the Charging Policy of the Governors of Shoeburyness High school.

2. OBJECTIVES

- All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of some consumable materials used in some Technology subjects, art supplies, additional revision guides and canvas.
- To ensure that any parent's inability to make such a contribution does not affect a child's right to participate in any school activity
- To simplify and codify the system of charging to ensure consistent approaches from staff

3. AREAS OF CHARGING

3.1 Music Tuition

Parents are charged for individual music tuition. In addition to this their parents will be required to purchase or hire an instrument, insurance, music and accessories (e.g. reeds or strings) and cover the cost of instrumental (including vocal) exam expenses.

All parents of students receiving individual music tuition will be given termly notification of the cost of such tuition prior to the commencement of that tuition. Payment must be received before tuition is provided. A payment plan, if required can be authorised at the Bursar's discretion.

3.2 School Trips and Visits

There are circumstances where costs of travel, admission, insurance, board and lodging, etc are passed on to parents. For residential trips a payment plan opportunity is available.

3.2.1 School Trips and Visits Taking Place Mainly in School Hours

Cannot be charged apart from the cost of providing any board and lodging. Parents will be asked for a voluntary contribution in line with the Education Act 1996 to enable the visit to take place.

3.2.2 School Trips and Visits Taking Place Mainly Outside of Normal School Hours

Parents can be charged for these visits in full.

3.3 Examinations

The cost of entering a student for an examination not prescribed by the Secretary of State and not on the approved LA list for payment will be passed to parents, unless the student has been prepared for the examination upon the advice of the school.

The cost of entering a student for an examination for which he/she has not been prepared by the school will be passed to parents.

Where a student, who has been entered for an examination, fails to complete the requirements of the examination through not completing coursework or fails to attend, the examination fee will be charged to the parents, unless medical evidence is provided. The appropriate invoice will be sent out immediately following the last paper sent by the Examining Board.

A charge will be made for an examination result to be re-scrutinised and/or re-marked when requested by the parent. The charge made by the Examining Board concerned will be passed on to the parent.

3.4 Additional Charges

Parents will be expected to pay the costs of students' travel from home to school, work or college placement.

Where a student damages or causes damage to occur to the property or fabric of the school, the full cost of the appropriate repair or replacement will be charged to the parents.

If students elect to have items photocopied, then a charge will be made to them. There is no charge if the copying is a necessary part of any coursework.

Where students wish to own the 'finished product' in Technology or Art and Design, a charge will be made to cover the cost of ingredients and/or materials.

In appropriate circumstances parents will be asked for a voluntary contribution towards certain activities which take place in the school, but each request will make it clear that there is no obligation to contribute and that students will not be treated any differently if no contribution is made.