

# Charging Policy

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**Formby High School**  
*Determined To Achieve*

## Charging Policy

This policy is written in accordance with the DfE publication [\*Charging for School Activities: Departmental advice for governing bodies, school leaders, school staff and local authorities \(May 2018\)\*](#) and Sections 449-462 of the Education Act 1996.

### Admission to Formby High School

No charges will be made for admission to the School.

### Education and Activities that take place during normal school hours

No charges will be made for education (including the supply of materials, books, instruments or other equipment) and activities which take place during normal school hours when the School is in session except in the case of individual musical instrument tuition which is not a requirement of a syllabus for a prescribed public examination or of the National Curriculum but provided at the request of a student. The School may, however, ask parents to make a voluntary contribution to support the School in meeting the costs of such provision.

### School Trips / Educational Visits that take place during normal school hours

Parents will not be charged for school trips / educational visits that take place during normal school hours (ie, more than 50% of the activity takes place during normal school hours). The School may, however, ask parents to make a voluntary contribution to support the School in meeting the costs of trips and educational visits that take place during normal school hours.

### Activities / School Trips / Educational Visits that take place outside normal school hours

The cost of activities which take place wholly or mainly (ie, 50% or more of the time spent on the school trip, including transport to and from the venue) outside normal school hours must be met in full by parents, except where the activity fulfils the requirement of a syllabus for a prescribed public examination or of the National Curriculum or where parents are in receipt of Free School Meals. Occasionally, the cost might be reduced by fundraising or by subsidy from School funds.

### Residential Trips

The school will charge parents for board and lodgings for any residential trip in which their son / daughter participates. The charge for board and lodgings will not exceed the actual cost. Such charges will not apply to the parents of students who are in receipt of Free School Meals.

Where a residential trip is deemed to take place during school hours (50% or more of the trip) parents will not be charged for other elements of the trip (in addition to board and lodgings) but may be asked to make a voluntary contribution towards the costs of such provision.

Where a residential trip is deemed to take place outside school hours (more than 50% of the trip) parents will be charged for other elements of the trip (in addition to board and lodgings) unless their child is in receipt of Free School Meals.

### Voluntary Contributions

On occasion, the School may ask parents to make a voluntary contribution to support meeting the cost of an activity / school trip / educational visit. Where these are requested, there is no obligation to make a contribution and no child will be excluded from a trip because of his / her parents' inability or unwillingness to pay. The criteria used for allocating places on school trips / educational visits are set out in the Trips and Educational Visits Policy. If insufficient voluntary contributions are received to fund a school trip / activity, and the School cannot fund it from other sources, then it may be necessary to cancel the trip / activity and this will be made clear to parents.

## Refunds

The school may utilise travel agencies for certain school trips and will adopt their refund policy. Terms and conditions will be provided in full to parents with the initial trip information. For all other school trips / activities, the refund terms will be set out in the initial letter to parents. Where there is an underspend per student of more than £5.00 for a school trip / activity, this will be returned to parents via bank transfer after the trip / activity has taken place.

## Hardship Funds

The school believes that all students should be able to benefit from educational activities available regardless of parental income. Where a child who is not in receipt of Free School Meals wishes to participate in a school trip / activity and his / her parents are experiencing hardship and will have difficulty to meet the cost of the trip, the parents may write to the Headteacher to request support for meeting the cost of the school trip / activity. At the Headteacher's discretion, support may be provided using hardship funds.

## Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Typically, these are extra-curricular / enrichment activities that are provided outside school hours that do not contribute to the delivery of the National Curriculum or part of a syllabus for a prescribed public examination for which a student is being prepared for at school. Optional extras include:

- Extra-curricular activities that take place after school, during the weekend or school holidays
- Curriculum enrichment trips (for example, sports tours, theatre trips and cultural visits)
- Transport costs
- Extended day services that are offered to students (for example, supervised homework sessions)

When calculating the cost of optional extras the criteria set out in the relevant DfE guidance will be applied and the charge made to individual students will not exceed the actual cost of providing the optional extra. No charge will be made to parents to subsidise other students wishing to take part in a school trip / activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and willingness to meet the charges. A student's participation in an optional extra where a charge will be made is, therefore, dependent upon parental agreement.

## Public Examinations

The School will pay the entry fees for a public examination for a student whom the School has prepared for that examination. When the School agrees to enter a student for an examination for which the student has not been prepared by the School, the cost of entry must be met in full by the parents.

If a student fails to sit a public examination or fails to complete coursework for an examination without good reasons, the fees for which are normally paid by the School, the fee will be recoverable from the parents.

The School reserves the right not to enter a student for any examination if it is judged that there is good reason not to do so. The Headteacher will remain arbiter of the circumstances which constitute *good reason*. (See the Examination Policy for further information.)

## **Books and Other Materials**

Books and other materials are provided free of charge and remain the property of the School. However, parents may be charged for defaced, damaged or lost books. In addition, parents may be asked to meet the cost of damage to School property and will be charged for any wilful damage to School property. Parents will be charged for any materials, books, instruments and/or equipment where the child's parents wishes him/her to own them and parents will be charged for ingredients or materials used in practical subjects on the understanding that the finished products are owned by the students.

## **Additional Equipment**

Schools are empowered to request the provision of additional equipment by parents because students appreciate using their own equipment and this enables School funds to be more widely spread.

Parents are requested to provide the following:

- Equipment specified on the School equipment list
- A scientific calculator
- A dictionary
- Revision guides and examination preparation material as needed

In addition, when a student joins Formby High School (either at the beginning of Year 7 or at a later stage) parents will be asked to make a contribution to support the school in providing all students with a locker, planner and resources for Cooking & Nutrition and Technology lessons.

## **Music Tuition**

The School will charge parents for vocal and/or instrumental tuition that is provided either individually or to groups at the request of parents that is in addition to curriculum Music that is delivered at Formby High School. No charge will be made for a Looked After Child to receive peripatetic Music lessons. Charges will not exceed the cost of provision, including the cost of staff who provide the tuition.

## **Community Facilities**

The school will make reasonable charges for the use of facilities that are made available for community use out of normal school hours. The charges for the use of such facilities will be competitive and based upon market rates.

## **Remission**

At the School's discretion it may choose to reduce the cost of certain school trips / activities that are offered to students. This will be determined on a case by case basis, with no precedent being set, and will be subject to the available funds.