

School Finance Policy – Appendix E

Charging Policy

Charges for School Activities

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. Litcham School has adopted the Norfolk County Council policy that it recommends to governors. The School's charging policy is included in the school brochure which can be obtained from the school.

The activities and materials for which parents/carers will be charged are:

- **Music tuition:** individual tuition and exam fees in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils and for hire of instruments.
- **Revision guides** – which are often cheaper is ordered by the school.
- **Ingredients and materials:** ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- **Travel:** the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- **Board and lodging:** board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

Activities outside school hours

A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards. Charges may also be made for re-sitting an exam.

Remission of charges - only parents who are in receipt of Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and

lodgings charges, which are levied directly by the LEA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfills duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the headteacher.

Recovery of costs due to damage/ loss of school property

The school may ask parents or carers to reimburse the whole or part of costs incurred to make good loss or damage to school property.

This will apply in cases where an investigation has identified the individual(s) concerned. The parents/carers will be informed of the results of the investigation by the Head of Year or form tutor. A letter requesting payment will follow detailing the nature of the damage and costs which will be issued by the Schools Business Manager or Head of Year.


This procedure will apply to both current and past pupils, whether or not the pupil concerned is currently registered at Litcham School.

Refunds

Refunds will only be offered in exceptional circumstances:

1. if a school visit is cancelled
2. if surplus funds collected for an activity exceeds the cost of the activity by a minimum of £5.00 per pupil (amount pre-determined by the governing body)
 - i. parents/guardians will be offered the refund in writing with a deadline date to respond by
 - ii. parents/carers to use the reply slip attached stating whether they wish to take up the offer
 - iii. if the offer is not taken up, or a response is not received by the deadline date, the refund will be kept in our School Fund pupil support account to be used for future trips or activities
3. other exceptional circumstances

All refunds over £10 can be made via cheque payment to the parent/guardian.

Signature of Chair of Governors: 

Date: 4.3.15