



**HITCHIN BOYS' SCHOOL**  
An Academy Trust

Policy Title:	<b>Charging Policy</b>
Date adopted:	April 2020
Review Date (Term & Year)	April 2022
Governors Committee:	Resources Committee
Staff member leading:	DIW

## CHARGING POLICY

1. The Governing Body endorses the fundamental principle that the education provided by the school is without charge.
2. With the exception of individual music tuition, no compulsory charge will be made for any curriculum- related activity where more than 50% of the time for that activity is within normal school hours nor will any charge be made for any essential materials or equipment used as part of the normal school curriculum.
3. No pupil will be excluded from any activity on the grounds that his parents or carers cannot or will not contribute. However, parents will be informed that confirmation of the activity taking place will be dependent on there being sufficient funds to cover the costs.
4. The school will seek help for students from charitable funding agencies where there is known hardship. This will always be done confidentially.
5. **Charging** – Curriculum-related activities taking place mainly during school hours.

Voluntary contributions – parents can be asked to make a voluntary contribution for

- Travel costs and tuition costs for any activity or visit.
- Material costs for any activity – a general contribution could be requested to support funding the cost of technology projects, for example, and the actual cost charged if parents wish to retain the finished product.

No student will be disadvantaged because of lack of voluntary contribution but the school reserves the right to determine which projects will be undertaken by groups of students.

6. **Charges** – will be made for:
  - a) Residential accommodation (i.e. board and lodging costs). Residential field courses are not an essential requirement of any examination syllabus. Parents will be asked to pay the cost.
  - b) Individual, group, shared music tuition will be charged for. However, those studying G.C.S.E and ‘A’ level Music – 50% discount (30 minutes G.C.S.E, 1 hour ‘A’ level).
  - c) Non-prescribed examinations (e.g. music examinations).
  - d) More than one entry in the same subject at the same sitting for approved public examinations.
  - e) Re-sitting a subject.
  - f) Examination entry in a subject for which the student has not received preparation in school.
  - g) Scrutiny of public examination results at the request of the parents.
  - h) Recovery of wasted examination fees where a student fails without good reason to complete the examination requirements.
  - i) Loss of or damage to school property (e.g. damaged books, broken windows, etc.).

To be reviewed annually.

7. **Optional extras** – activities taking place mainly outside school hours (including the lunch hour)

- a) Charges will be made for:
  - travel and board and lodging;
  - the costs of any materials specific to the visit or activity;
  - non-teaching staff costs;
  - teaching staff costs where teaching staff are engaged under a separate contract for that particular activity or visit;
- b) Voluntary contributions may be requested for optional extras. These costs may include the travel expenses of accompanying teachers. The school will aim only to cover costs but is not obliged to refund any surplus above actual costs. It may do so if it wishes; otherwise any surpluses which may arise will be applied to the School General Account to assist with other activities.
- c) Participation in any optional extra will be on the basis of parental choice and willingness to meet such charges that are made.

8. **Remission Policies** – Residential journeys only.

Charges will be remitted, if requested, in the case of students whose parents are in receipt of family benefits: Income Support, Income-based Jobseeker's allowance, Income-related Employment and Support Allowance, Support under part VI of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income, assessed by HM Revenue and Customs, does not exceed £16,190, and Universal Credit, when the activity is within school hours and/or is a requirement of a syllabus covered by the national curriculum.\*

Governors agree that the school will subsidise, from their delegated budget grants from the Government, field courses in Geography and Biology. Parents in receipt of family benefits will not be expected to pay residential costs in the above cases where help is requested.

The school will continue to assist parents by making applications for funds where appropriate to the Hitchin Educational Foundation and the Rand's Foundation.

9. **Refunds for School Trips and Visits**

If after completion of a trip or visit a surplus exists, the money will be applied as follows:

- a) If the surplus is greater than 5% of the contribution per head, subject to a minimum of £5, then a refund of the full amount of the surplus will be offered to parents (minus a small admin charge).
- b) If the surplus is less than 5% of the contribution per head or less than £5, the surplus will be placed in the School Fund.

This Policy will be reviewed and amended by the Governing Body following scrutiny and recommendation by the Resources Committee.

*\* These allowances were those appropriate at the time of ratification of this policy by the Governors but may alter from time to time as a result of changes in legislation or government policy.*

*Approved at the Governors' Resources Committee Meeting 30 April 2020*

*Ratified at the Governors' Main Board Meeting 14 May 2020*