



# Mayflower High School

**CHARGING POLICY**

**2020**

# DOCUMENT CONTROL SHEET

<b>Policy</b>	<b>Amendment</b>	<b>Staff Member</b>	<b>Committee/Date</b>	<b>FGB Approved:</b>	<b>Review due:</b>
Charging	Updated with the Examination Policy subsumed	BMN	5 December 2011	26 March 2012	2013
Charging	No amendments	DKT	Finance 24 March 2014	15 December 2014	Spring 2016
Charging	As tracked changes	SHW	Finance	11 July 2016	Summer 2018
Charging	As tracked changes	SHW	Finance	9 July 2018	Summer 2020
Charging	As Tracked Changes	SHW	Finance	13 July 2020	Summer 2022

# **POLICY IN RESPECT OF CHARGES FOR SCHOOL ACTIVITIES**

The school's policy is to make, or permit to be made, charges for the following defined activities. Where the school is providing the activity a charge will be levied (unless remitted in accordance with the school's remissions policy).

## **INDIVIDUAL MUSIC TUITION WITHIN SCHOOL HOURS**

A charge will be made to parents of students receiving individual tuition in the playing of any musical instrument, except where it is provided to fulfil the requirements for a syllabus for prescribed public examination or the requirements of the National Curriculum. The charge will include the cost of the teacher providing the tuition, the cost of sheet music and the hire and insurance of a musical instrument. When charges are to be levied, the parents will be asked to indicate their written agreement in advance of the provision of the tuition. The charge will be in accordance with the scale as approved from time to time by the Education Committee of the Local Education Authority.

### **Educational Visits**

Educational Visits will be fully chargeable, with the following exceptions, for which voluntary contributions will be sought.

1. Visits which take place mainly within school hours.
2. Visits which take place outside school hours if it's a part of the requirements for the national Curriculum, or a part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
3. Visits where the costs include an element of supply cover costs

The Duke of Edinburgh Award is operated under licence from the local authority, therefore all Duke of Edinburgh trips are fully chargeable.

Places are applied for by letter of interest or payment. If the number declaring an interest exceeds the number of places then names will be drawn by public random selection.

Any student who fails to get a place through not being selected will be placed on a reserve list.

Any student who fails to get a place on the trip will be given priority if the same trip is run again and is still applicable to their year group.

## **BOARD AND LODGING**

Where a school activity involves students in nights away from home, the school will make a charge for board and lodging in ALL cases, whether or not the residential trip is deemed to have taken place in school hours, subject to the school's remission policy. However, the charge will not exceed the actual cost of providing the board and lodging for each student involved.

Where a trip is deemed to have taken place outside school hours and is not required for the purposes of a prescribed public examination, charges can be levied for travel also and in such circumstances will take into account the actual cost of the travel.

## **TRANSPORT**

In general the cost of any transport provided by the school in school hours for activities not deemed as essential parts of the curriculum will have to be met from voluntary contributions otherwise the activity will not go ahead. However, where a student makes use of transport not provided by the Local Authority or the school to travel direct from home to an activity sanctioned, though not provided, by the Local Authority or the school, then parents will be expected to meet the costs of such travel. An example of this is travel direct from home to work experience.

## **CHARGING FOR 'FINISHED' PRODUCTS**

Where parents indicate in advance a wish to own the finished product, a charge may be levied to cover the costs of ingredients or materials in subjects such as Art, CDT or Food Technology.

## **OPTIONAL EXTRAS (ie outside school hours)**

A charge will normally be levied for an activity defined in Section 109 of the 1988 Education Act as an 'optional extra'. Any charges made cannot exceed the cost of providing the optional extra, divided equally by the number of students participating in the activity.

Prior written agreement will be obtained from the parents of students involved in an optional extra for which a charge is to be made.

There is a range of activities which schools may wish to arrange as 'optional extras'. The majority of these extras are activities which will have to be self-supporting. Items which can be included in the charge to be made to parents include:

- a) a student's travel costs
- b) a student's board and lodging costs
- c) materials, books, instruments and other equipment
- d) non-teaching staff costs
- e) entrance fees to museums, castles, theatres etc
- f) insurance costs

The cost of engaging a teacher on a contract for service, as distinct from a contract of employment, in order to provide the chargeable activity will also be included.

## **EXAMINATION POLICY**

The policy includes information regarding charging for examinations and the school's appeals procedures.

Administrative fees for candidates have been abolished and costs met by the Centre.

Resits in GCSE Mathematics and English for candidates attending lessons in school will be funded by the Centre.

Payment for all other resits will be charged to the candidate, but may be waived in exceptional circumstances. Candidates requiring financial assistance should, in the first instance, consult the relevant Head of Year, who will advise the Examinations Officer if it is felt that payment should be waived.

## **Arrangements for appeals about assessment decisions and enquiries about results**

### **Appeals against assessment of coursework**

1. Where a candidate or parent is dissatisfied with the outcome of an internally assessed module, they should contact the Head of Subject in the first instance, who will then liaise with the Examinations Officer.

If the Centre feels that there is justification for a re-mark, the appropriate steps will be taken to resubmit work to the Examination Board. In this instance, the Centre will be liable for the costs incurred.

If the Centre feels there is no justification for a re-mark, the candidate/parent will be advised that no further action can be taken.

2. The candidate or parent has the right of appeal, which should be made, in writing, to the Deputy Headteacher: Curriculum. The following steps will then be taken:
  - i. The Head of Subject will be required to submit a written report outlining the reasons for the recommendation that no further action be taken by the Centre.
  - ii. The Deputy Headteacher will then make a decision either to uphold or overturn the recommendation.
  - iii. The Deputy Headteacher will send a written response to the candidate/ parent.

### **Post-results enquiries**

1. Where a candidate or parent is dissatisfied with the results of a written paper, they should seek advice firstly from the Head of Subject.
2. Requests for a re-mark should be made to the Examinations Officer. The appropriate fees will be charged to the candidate/parent in the first instance. Where the re-mark results in an improved grade, the fees will be refunded.
3. In the case of a re-mark, the decision of the Examination Board is final.

### **Damage to School Property**

Where wilful damage has occurred and there is sufficient proof that a child is responsible, Mayflower High School may request a donation towards the cost of repairs, this can include replacements of property or a contribution the cost of clearing up of such damage.

## **GENERAL NOTES**

- a) It should be noted that although no charge can be made for equipment for use in connection with education provided during school hours, the Act specifically excludes clothing from this definition. Parents can, therefore, be asked to provide their children with appropriate items such as cooking aprons or football boots.
- b) Nothing in the Act, or in this policy, prevents parents being invited to make voluntary contributions towards the cost of providing activities both within and outside school hours, provided that such contributions are genuinely voluntary, and that any request for contributions makes it clear:
  - I. that there is no obligation to contribute; and
  - II. those students will not be treated differently according to whether or not their parents make such a contribution.

## **POLICY FOR REMISSION OF CHARGES FOR SCHOOL ACTIVITIES**

The policy of the Local Authority shall apply in that where a trip or activity takes place wholly or mainly during school hours, students whose parents/guardians are in receipt of the following support benefits will be entitled to the remission of these charges:

- Income Support
- Income-based Jobseeker's Allowance
- Child Tax Credit (not Working Tax Credit), with an annual income below £16,190
- Pension Guarantee Credit
- Employment and Support Allowance, income related
- Support under part 6 of the Immigration and Asylum Act, 1999
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit, with a household income of £7,400 or less (after tax and not including any benefits you get)

Students with an entitlement to a free school meal will automatically fulfil these conditions

A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the student to sit, or the syllabus is religious education.