



# KHA & DPHS CHARGING POLICY JANUARY 2017

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KING HAROLD ACADEMY & DEBDEN PARK HIGH SCHOOL



## **AIM**

The aim of Debden Park High School and King Harold Business & Enterprise Academy is to provide an excellent education in a safe, supportive learning environment, where people are valued and make positive contributions to the school community, and where pupils go on to become responsible, independent members of society.

This Charging Policy helps underpin the mission statement of Debden Park High School and King Harold Business and Enterprise Academy (“the School”).

## **PRINCIPLES**

Any charges made by the school must meet the Education Reform Act 1988 and subsequent legislation. The governors endorse the guiding principles contained in the Act; in particular that no child should have his/her access to the curriculum limited by charges.

## **PURPOSES**

- To make a broad programme of trips and activities accessible to as many students as possible, ensuring continuity and progression throughout the key stages.
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget.

## **GUIDELINES**

Activities which take place in school time\*

### **School Trips. (see Trips and Visits Policy)**

- ✓ The school regards the experience provided by trips and visits as an important part of the life of the school and intends to continue to offer both day and residential trips to students. These will include visits to places of interest such as theatres and museums as well as field and sporting activities.
- ✓ All parents will be invited to make voluntary contributions towards the cost of such trips.
- ✓ Prior to such trips taking place, parents will be provided with details of all costs and will be advised of an appropriate contribution. Such trips may not take place if insufficient contributions are received and in those cases all monies received will be refunded.
- ✓ For all residential trips, whether in or out of school time, charges will be made for board and lodging.
- ✓ For some trips, finances will be available to cover part of the cost of travel and tuition.
- ✓ Families on Income Supplement or Family Credit will receive full remission of board and lodging charges for residential trips held in school time and organised by the school.
- ✓ Any remission of cost will be held at the discretion of the Headteacher and the Governing Body.
- ✓ In certain circumstances organisations other than the Local Education Authority or Governing Body might organise activities which take place during school hours. In the event that the Governing Body and Headteacher consider the release of students to be justified, the costs of such activities can be levied directly on the parents.

**Musical tuition**

- ✓ Charges may be made for individual tuition in playing any musical instrument. No charges will be made where this is provided to fulfil the requirements for a syllabus for a prescribed public examination\*\* or the requirements of the National Curriculum. In the event of charges being levied, parental agreement will be obtained beforehand.

**Practical subjects**

- ✓ It is anticipated that parents of students studying subjects such as Food Technology, Textiles or Design Technology will be willing to own any end product made, and in consequence, to contribute in cash or kind to the materials or ingredients. The school may charge for, or require the supply of, ingredients and materials if parents have indicated in advance a wish to own the finished product.

**Activities which take place out of school hours**

- ✓ Charges, not exceeding the cost per student participating will be levied to cover the cost of all education taking place outside school hours, except where it is provided.
- ✓ To fulfil any requirements specified in the syllabus for a prescribed public examination.
- ✓ Specifically to fulfil statutory duties relating to National Curriculum.
- ✓ Specifically to fulfil statutory duties relating to Religious Education.
- ✓ In these circumstances the only charges, which may be levied are those related to the cost of board and lodging on residential visits.

**Optional extras**

- Optional extras are those extra curricular activities which fall outside the school day and are not requirements by the National Curriculum or public examination syllabus. Charges will be made for optional extras to include appropriate proportions of the cost of:
  - ✓ A student's travel costs.
  - ✓ A student's board and lodging cost.
  - ✓ Materials, books, instrument and other equipment.
  - ✓ Provision of non teaching staff.
  - ✓ Entrance fee to museums, castles, theatres etc.
  - ✓ Insurance costs.
  - ✓ Teaching Staff costs including tuition, travel, board and lodging where staff are engaged specifically for the purpose of providing the activity.
- The collection of administration monies referred to in this documents will be undertaken by the school

**Lost and damaged items**

- Parents of students who lose or damage school property will be required to pay for the replacement of lost, broken, damaged or defaced school property, including text books, exercise books and student planners.
- Parents of students who leave the school without returning text books will be charged the full cost of book replacement.

## Examinations

- The Governing Body will pay entry fees for prescribed public examinations for which students have been prepared for entry by the school. Parents will be informed as soon as practicable for which examination students should be entered, so that they may have the opportunity to comment on the decision.
- The Headteacher is responsible for determining whether there are educational ground on which students should not be entered for a particular examination.
- Charges may be made for entries for examinations other than those on the prescribed list, or for which no tuition or additional preparation has been provided in school hours.
- If a student fails, without good reason to complete the examination required for any public examination for which the Governing Body or L.E.A has paid – or is liable to pay – an entry fee, then the fee can be recovered from parents regardless of whether the examination is prescribed. Failure to complete the examinations might include failure to complete the coursework requirements and/or failure to sit the final examination(s). The Governing Body will determine what constitutes a good reason in this case.

## Personal Records

- The Data Protection Act 1998 gives all students the right to access their educational records.
- Educational records include reports, records of achievement, letters/information the school has received from the LA regarding the student's education. The educational record does not include notes that teachers have made for their own records or other records like details of behaviour, family background etc. (See ECC guidance 'Seeing your personal education records').
- Subject Access Request Fee is £10
- Records may be viewed at no cost. Copies will be provided at the following charges

No of Pages	Fee	No of Pages	Fee
1-19	£1	100–149	£10
20-29	£2	150-199	£15
30-39	£3	200-249	£20
40-49	£4	250-299	£25
50-59	£5	300-349	£30
60-69	£6	350-399	£35
70-79	£7	400-449	£40
80-89	£8	550+	£50
90-99	£9		

**\*APPENDIX 1**

- Where any activity takes place partly during and partly outside school hours, the Act describes the basis for determining whether it is deemed to take place either in or out of school hours. The school day is comprised of 2 sessions and the lunch break between the sessions is not counted as part of the school day. For non-residential activities where less than 50% of the time spent of the activity falls during school hours the activity is deemed to have taken place outside school hours.
  
- For residential visits, if the number of school sessions missed by the students is less than 50% of the numbered half days taken up by the activity, the activity is deemed to take place outside school hours. If the number of school sessions is 50% or more of the number of half days, the activity is deemed to take place during school hours.

**\*\*APPENDIX 2**

- A list of prescribed examinations will be published by the Secretary of State at a later date.