



**Charging  
school activities policy**

**for**

Key staff members:	All staff
Responsible body:	Project Steering Group/Local Governing Body
Adopted:	June 2017
Last reviewed:	n/a
Next review:	June 2018

**1. Introduction**

The charging for certain activities at Mulberry UTC will be within the framework of the relevant current legislation, including the 1988 Education Reform Act.

The Local Governing Body and the Trust Board encourage all parents to contribute voluntarily towards those activities, important to the education of the students, which are not covered by the Act. Where charges can be levied, the monies will be recovered from parents, as provided by the Act.

The Trust Board has outlined below areas covered by the policy of the Local Education Authority, together with other areas where the need for charging exists under the terms of the legislation.

**2. Day and Residential Trips**

It is the intention of Mulberry UTC to offer both day and residential trips for students.

A charge will be made for the cost of board and lodging for all residential visits, both in and out of school time, except in the case of necessitous students where remission may be available. Full or partial remission is at the discretion of the Head and Governing Body.

Educational visits taking place mainly during school time, for example, to museums, theatres and residential courses, may fall within the scope of the Act and where they do, they will ‘not be chargeable.’ The Head and the Governing Body have decided that all parents will be invited to make voluntary contributions, to include all travel and other costs, to cover such visits.

**3. Examinations**

The Governing Body will normally pay entry fees to the Schools Examination and Assessment Council as at present. Parents will be informed as soon as possible for which examinations their daughter will be entered so that they have the opportunity to comment on decisions. The Governors are responsible for determining whether there are educational grounds for **NOT** entering a student for an examination and have delegated this responsibility to the Principal.

If a student fails, without good reason, to complete the examination requirements for any public examination for which the Local Authority or Governing Body has paid, or is liable to pay the fee, then this can be recovered from the parent. Failure to complete the examination requirements might include failure to complete coursework requirements and/or failure to sit the final examination. There will be no charge for the re-checking of examination results where the school supports the need for re-checking.

#### **4. Miscellaneous**

- i. Where materials or ingredients are required for technology, it is expected that they will normally be provided by the parents. This is because it is anticipated that the materials and ingredients will be used to make an end product to be taken home or consumed by the student at school.

If parents do not wish to own the finished product they must indicate before the particular part of the course is started. These materials will then be provided free of charge.

Where ingredients or materials are NOT provided by parents, and parents have indicated in advance that they or the child wish to own the finished product, a charge may be made.

- ii. Wilful damage, or loss of school property by students, is chargeable under the legislation and the school will recover, from parents of offending students, the cost of repair, or replacement of the damaged or lost property.
- iii. Charges will be made to cover the cost of all education taking place mainly outside school hours, except where:
  - a) it is an essential requirement of a prescribed public examination;
  - b) it is provided to fulfil the statutory duties relating to the National Curriculum;
  - c) it fulfils statutory duties relating to religious education.
- iv. Charges can be levied for "Optional Extras" out of school hours and, where applicable, the Governing Body will levy appropriate charges to cover such items as:
  - a) students' travel costs;
  - b) students' board and lodging costs;
  - c) materials, books instruments and other equipment;
  - d) non-teaching staff costs;
  - e) teaching staff costs, including board and lodging, where staff are specifically engaged for the purpose of providing the chargeable activity;
  - f) extra-curricular "Clubs".

Charges will not exceed costs.

The Charging Policy may be revised as necessary by the Principal, Local Governing Body and Trust Board and will be reviewed as required.

Throughout the policy document, reference is made to charging, voluntary contributions, recovery of monies and remittances. The administration and collection of such monies will be undertaken by the school.

References to parents also include guardians / carers.

Initial enquiries about matters covered in this document should be addressed to the Principal or the teacher organising the activity concerned.