

SPROWSTON COMMUNITY HIGH SCHOOL

CHARGING POLICY

Charges for School Activities

Legislation allows schools to charge for certain activities, which take place both inside and outside, school hours. Sprowston Community High School follows the Norfolk County Council charging policy.

These are the activities and materials for which you will be charged:

- Music tuition: individual tuition 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 any size.
- 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.

Remission of charges - only parents who are in receipt of Universal Credit in prescribed circumstances; Income Support; Income Based Jobseekers Allowance; Support under IV of the Immigration and Asylum Act 1999; Child Tax Credit, providing that Working Tax Credit is not also received and the family's income does not exceed

£16,190; the guarantee element of State Pension Credit or an income related employment and support allowance that was introduced on 27 October 2008.

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 fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the School Business Manager.

Refunds Policy

The full contribution to an activity will be refunded if a child is absent due to illness.

If a trip has to be cancelled by the school parental contributions will be refunded.

If contributions to an activity exceed the total cost a refund will be given, if excess is over £10 per child.

Excess income less than £10 per child will be paid into school fund account.

Excess of expenditure will be funded by school fund.

Approved by Finance Governors on01/02/2016.....

Signed (Chair of Finance)

This policy forms an appendix to the Finance Policy and is due to be reviewed bi-annually. Date of next review is 31/01/2018