



CHARGING POLICY

Status	Statutory	Date created	November 2008
Any other statutory names for this policy (where applicable)		Date last reviewed	Summer 25
Responsibility for this policy (job title)	Director of Finance and Operations	Frequency of review	Annually
Governors' Committee with responsibility for its review	Resources Sub Committee	To be put on the school website? (Yes/No)	Yes
Approval : At subcommittee level			

Introduction

1. The principal aim of this policy is to ensure that every child is allowed access to all aspects of the education provided by the school regardless of the financial situation of their family. That said, many aspects of the activities at AHS require funding beyond that provided by the government and so those families, which can support these activities through donations, should be encouraged so to do. This policy sets out how and when donations or other charges will be requested. The policy is written within the requirements of current legislation¹

Policy Provisions

2. Activities Within School Hours². Where activities take place in school session time but involve external costs, parents will be invited to make voluntary contributions towards the cost of the activity, unless arrangements are being made by a third party. A student will not be debarred from taking part in the activity because her parents cannot, or will not, make a voluntary contribution, but the lack of adequate contributions or other funding will lead to the whole activity being cancelled.

3. Third Party Activities. Where activities taking place in school session time are arranged by a third party, leave of absence will be granted. Payment by parents will be made directly to the third party.

4. Activities Outside School Hours. Where activities take place outside school session time, charges will continue to be levied, where appropriate, this includes activities not part of the National Curriculum, not part of a syllabus for a prescribed public examination and not part of religious education. For residential trips charges will be made to cover the actual cost of board and lodging.

5. Materials Used at School. Appropriate charges will be made for ingredients, books and materials where parents have indicated in advance that they wish to own their daughter's finished work.

¹ Department for Education (DfE) guidance Charging for school activities - GOV.UK

² A non-residential activity is deemed to take place during school session time if 50% or more of the period spent on the activity occurs during school hours, i.e. 8.45 am - 3.30 pm, excluding the lunch hour.

6. Examination Fees. All additional costs for resits of GCSE and GCE examinations will usually be charged to the candidate. Similarly, the cost of “Enquiries After Results” (such as requests for re-marking of papers) must be paid for by the candidate at the time of the request. If a student fails without good reason to complete the examination requirements for any public examination, then parents will be liable to meet the examination entry fee. Failure to complete the examination requirements might include failure to complete the course work requirements and/or failure to sit the final examination(s). The school may accept requests from former students in the year after they leave the school to resit GCE modules previously taken at the school. In such cases the school will charge the candidate the full cost of the examination fees together with a flat rate³ per exam entry to cover invigilation and administration costs.

7. Loss and Damage⁴. Parents will be required to meet the cost of lost textbooks, and of breakages and damages where this is a result of their daughter’s unreasonable behaviour.

8. Music Fees⁵. Students wishing to take music lessons during school arranged with private tuition staff will be charged at a rate agreed between the music tutors, the Director of Finance and Operations and the Music Director to cover the full costs of provision of the peripatetic music tutors.

9. Music Scholarship. The school will pay the tuition fees for one instrument for each student studying music at A level. Typically, this will cover thirty 30-minute lessons per academic year at the rate agreed with the in-house tutors, or other arrangements to the same value. Any costs over this amount for instruments or tuition will have to be borne in full by parents.

10. Equipment and Uniform Sales. General equipment and uniform sales will be administered as unrestricted funds and margins will be set to cover full costs plus make a modest profit to ensure continuity of service. Other sales linked to educational activity in the classroom or on trips will be treated as restricted funds and margins will be set only to cover item purchase costs plus administration fee (see below).

11. Trips, Visits and Co- Curricular Activity. In accordance with legislation, parents will be asked to make a contribution to cover the costs the school bears in running the trip or activity. If there are insufficient contributions, the trip may be cancelled by the school. If at the end of the trip there is a surplus greater than £10⁶ per student, a refund will be offered to the parent. Details of how to make payments for trips will be provided with each trip letter and will explain the breakdown of costs, and full details of the payment plan in place, to include refund criteria in the event of a student pulling out, or being unable to attend.

Representational Trips. The School believes the value of representational activity, such as competitive events, justifies use of public money and so will set aside a budget each year to subsidise such events. The budget will pay for travel costs and fees such as registration or officials, but not for international travel or accommodation. Parents will be asked to contribute towards the cost of expensive trips at the discretion of the Headteacher. The budget will only be used for school-organised trips.⁷

12. Administration Costs. Administration costs may be levied on the following:

- a. Loss and Damage (estimate of hours wasted at AHS Pay Range 2 Point 15).
- b. Sales (full costs, charged at 10% of purchase price with a maximum of £10.00).
- c. Late payments, at the discretion

³ The rate will be published in the exam entry guidance documentation.

⁴ Any breakages and damages which fall into this category should be reported to the Director of Finance and Operations. All systems for recording temporary ownership of books should be followed up by staff, and losses reported to the Librarian.

⁵ Full details of charges are published annually to parents.

⁶ Refunds will be rounded down to the nearest whole £5 to cover admin costs of the refund.

⁷ Individuals competing at an event and wishing to represent the school may approach the trustees of the School Fund via the Headteacher to request financial support.

- d. of the Director of Finance and Operations (up to £5 per chasing letter).
- e. Trips and extra-curricular activity will have a costs levy set at a rate to recoup approximately 50% of the administrations costs of the trip (the remainder being covered by government funding). This will be levied at the rate of 8% of the cost of the trip, with a minimum amount of £1.00 and a maximum of £30.00
- f. Bank charges will be added @ 1.4% of total cost per student for all ParentMail transactions.
- g. Staff Costs will be added to all trips @ £100 per day per member of staff (or £20 per period)

13. Request for Help. We are committed to ensuring that no child is excluded from a school trip due to financial hardship.

Parents who are in receipt of the following benefits may be entitled to a remission (reduction or waiver) of charges for certain activities, particularly for the cost of board and lodging on residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- The guaranteed element of State Pension Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (if you apply on or after 1 April 2018 your household income must be less than £7,400 a year after tax, not including benefit payments)
- Free School Meals (FSM) eligibility

All parents are to be reminded of the option to request financial support using the Request for Financial Assistance on all trip letters. All enquiries will be handled sensitively.