



**Principle:**

The Governing Body are keen to ensure that charges are applied fairly and legally to students, to ensure that any additional activities offered by the school are financially viable, and that the school is meeting its legal obligations in terms of curriculum and pastoral provision.

**Purpose:**

- To specify which activities will not/cannot be charged for
- To specify which activities will be charged for, and a procedure for this

**The School & Governing Body will:**

- Not apply charges for the following:
  - Admission to the School
  - Activities taking place during School hours, excluding the mid-day break. This does not necessarily apply to instrumental music lessons where a charge may be levied. This includes visits to places such as museums, exhibitions, etc.
  - Books, stationery, instruments and materials where these are to be used in connection with education during School hours.
  - Transport between School and any place that is visited during school time, for example, swimming baths, sports centres, museum trips, etc
  - Entry fees for a first attempt at any prescribed examination for which the student has been prepared in School and where the student has the requirement of the exam.
- Apply charges for the following:
  - Items made by the Students in Home Economics, Textiles, Design etc according to normal practice, if the items are to be taken home.
  - Optional extras outside School hours. This will include travel, accommodation and any other costs
  - Board and lodging where an activity takes place mainly during school hours, and involves overnight accommodation. A remission of these fees is offered to families on particular benefits and evidence must be provided.
  - Examination fees where the examination is outside the system of those with statutory approval, or when the School does not provide tuition.
  - Recovery of examination fees if the student fails to complete course work or does not take a public examination.
  - Individual or group musical instrumental tuition, (which is not part of the full School curriculum) with prior agreement of the student's parents.
  - Replacement for breakages, defaced, damaged or lost books or equipment where this is a result of a student's behaviour.
- The School will rely on voluntary contributions for various activities, but will not disadvantage any student because parents are unable to make a voluntary contribution. However, the School will have the right to cancel any advertised activity if there are insufficient voluntary contributions to cover the cost of that activity.



**Link Documents/References**

- 'Charging for School Activities', DfE October 2014
- Sections 449-462 of the Education Act 1996 that sets out the law on charging for school activities in schools maintained by local authorities in England.
- School Trip Policy

Policy reviewed: February 2018  
Next review: February 2020  
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