



CHARGING POLICY

Status	Approved	Approval	Full Governing Body
Maintenance	Resources Committee	Role(s) responsible	Headteacher
Date effective	March 2025	Date of last review	June 2025
Date of next review	September 2027	Date withdrawn	Not withdrawn

COLTON HILLS COMMUNITY SCHOOL

Charging Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a student's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

Sections 440-462 of the Education Act 1996 set out the law for charging for school activities in schools maintained by local authorities in England. This policy defines the activities that the Governing Body of Colton Hills Community School may make a charge for.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

PRACTICE

Charges will not be made for:

- An admission application to Colton Hills Community school
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Activities which are wholly or mainly within school hours should not normally be chargeable.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus of prescribed public examination that the pupils is being prepared for at the school, or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.



CHARGING POLICY

The Governing Body may, from time to time, amend the categories of activities for which a charge may be made. Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing additional activities for the students.

Any insurance costs will be included in charges for trips or activities.

VOLUNTARY CONTRIBUTIONS

The Governing Body may ask parents for voluntary contributions towards the cost of: ☐

Any activity which takes place during school hours;

- School equipment;
- School funds generally

Children of parents who are unable, or unwilling, to contribute may not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no other method to make up the shortfall, then the activity will be cancelled.

CHARGES – Activities that may incur a charge

Voluntary Contributions	Voluntary contributions may be requested from time to time. It will be made clear from the outset of the possibility of cancellation of the activity if there are insufficient voluntary contributions.
Visits outside school hours	Such as residential visits/ theatre visits/other educational visits mainly in evenings, at weekends, in school holidays.
Residential Visits	The board and lodging element of the following residential activities deemed to take place within school hours, e.g. trips abroad; residential visits
Music Tuition	The costs, or a proportion of the costs, of providing tuition in playing a musical instrument, where the tuition is an optional extra.
UCAS Application Fees	The school may collect UCAS fees from students and simply pass on these payments to UCAS. No profit will be made by the school and the school will not subsidise the payments.
Examination re-sits	Fees for Post 16 examination re-sits will be charged to the students including late fees where applicable.
Reimbursement of Examination Fees	The entry fee for examinations may be charged to parents if a pupil fails without good reason to complete the requirement of any public examination where the school originally paid or agreed to pay the entry fee.



CHARGING POLICY

Enquiries and appeals about Examination Results	Reimbursement of costs incurred.
Cost of replacement School Property	The cost of repairing and replacing equipment and books (lost, defaced or damaged) remains the responsibility of the parents/carers when this damage or loss is the result of their child's behaviour or negligence.
Cost of Materials /ingredients	The school may make a charge to cover the cost of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.
Hire of facilities	The school may arrange to let its premises and facilities to members of the local community, other organisations with the LA, businesses, charities and sports clubs.
Clubs	Delivered by third parties only

In cases where charges are to be levied, parents will be advised in advance and monies collected prior to the activity.

There may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with Chair of Governors.

March 2023