

SEVEN KINGS SCHOOL



CHARGING POLICY

Date agreed by the Governing Body/Executive Headteacher	November 2022
Date of next review	November 2025

1. Introduction.

1.1 This charging policy has been approved in accordance with s457 of the Education Act, 1996.

2. School Trips.

2.1 Residential Trips – essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for travel, board and lodging.

2.2 Residential Trips – non-essential

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- (i) If the amount of school time on the trip is less than half of the total time on the trip, a charge will be levied up to the full cost of the trip.
- (ii) If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for travel, board and lodging.

3. Examination Entries

3.1 A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination. To cover the costs of exam entry and associated administration.

3.2 A charge will be levied in respect of examination entries for pupils where:

- (i) the school has prepared the pupil for the examination and
- (ii) it considers that for educational reasons the pupil should not be entered and
- (iii) the pupil's parent/guardian wishes the pupil to be entered.

In these circumstances, if the pupil subsequently passes the examination, the school will refund the cost.

3.3 A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

3.4 A charge at cost will be levied in respect of supplementary learning material at KS3 and KS4.

4. Materials for Art, Craft & Design and Design & Technology

4.1 Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge will be levied for the cost of the materials used.

5. Music Tuition

- 5.1 At present, Seven Kings School levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons.
- 5.2 No charge is levied where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus being followed by the pupil.
- 5.3 No charge is levied when pupils study A-Level music.

6. Activities Outside School Hours

- 6.1 No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- 6.2 If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
- 6.3 For all other activities outside school hours, a charge up to the cost of the activity will be levied.

7. Damage/Loss of Property

- 7.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Executive Headteacher may decide.
- 7.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Executive Headteacher may decide.

8. Voluntary Contributions


- 8.1 Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. If there are insufficient contributions the trip may not go ahead.

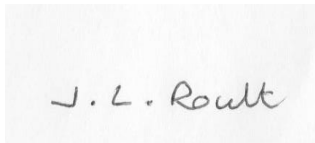
9. Remissions Policy

- 9.1 The Executive Headteacher or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- 9.2 The Executive Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

9.3 If, once all invoices have been settled and there is a surplus in the fund, a refund will be made to the students who attended if the refund exceeds £4 per head.

The Governing Body of Seven Kings School adopted this Policy in November 2022.

Signed:  Executive Headteacher Date: November 2022



Signed: Chair of Governors Date: November 2022

Policy Review Date: November 2025