



Kelmscott School

“Putting Learning First”

Charging Policy

March 2019



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Charging Policy

Kelmscott School

Principles

Our vision of teaching and education in Kelmscott is to ensure it provides the best possible opportunity for students of all abilities and backgrounds to reach their fullest potential.

At the heart of our vision is a commitment to equality of opportunity and a celebration of diversity. Our motto 'Putting Learning First' is testament to our belief in the importance of the child and our recognition that achievement will occur where students are nurtured in a stimulating and safe environment where learning is paramount.

We understand the importance of teaching and learning within the classroom, whilst also recognising the need to promote learning through all other areas of the school's work.

Our aim is to ensure that all staff understand the link between good teaching and effective education, and therefore strive continually to improve their practice in order to create the best environment in which to learn.

Our ultimate vision is to ensure that through our teaching and learning policy, we equip all our students with the skills, knowledge and understanding to take their place as valued citizens as part of adult society.

The school wants all students to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and is informed by national and local guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

The policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

Admissions

No charge will be made for admission.

School Meals

No charge will be made at lunchtime for students entitled to Free School Meals.

We will charge all students not entitled to Free School Meals an amount determined annually by the Governing Body of the school.

The price of a school meal will rise to £2.40 from 1st September 2019

Public Examinations

No charge will be made for the entry fee if the examination is for a subject within the normal curriculum and the student has been prepared at the school.

Where the school is satisfied that the student has reached an acceptable level in a subject outside of the normal curriculum, the school may waive the charge of the examination entry fee.

We will charge parents for the examination entry fee if a student fails without good reason to complete the requirements of a public examination, including non-attendance without supporting documents.

We will charge for any retake examination entry fees unless there are exceptional circumstances.

(Please see Examinations Policy)

Damage to Property & Breakages

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.

We may seek to recover all or some of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

Loss of School Equipment

We will seek to recover all or some of the costs incurred to replace lost items of school equipment such as Journals, Exercise or Text books, Lunch Cards and Lanyards.

Voluntary Contributions

We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.

Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do.

However, where an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

Activities for Students That Take Place during School Hours.

(School hours are those where school is actually in session and do not include the break in the middle of the school day)

No charge will be made for activities provided during school hours (with the exception of Music Tuition), although a voluntary contribution may be sought.

A charge will be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.

A contribution will be asked towards the cost of photocopying and printing of students work.

Activities for Students That Take Place outside School Hours

(non-residential)

No charge will be made for an activity that takes places outside normal school hours when it is:

1. A necessary part of the curriculum
2. Part of a syllabus for a prescribed public examination that the student is being prepared for at the school
3. Part of the school's basic curriculum for religious education

Although a voluntary contribution may be sought.

Optional Extras

We may charge for some other activities that take place outside school hours. Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other students by paying more than an amount equal to the total cost of the activity divided by the number of students participating.

Costs we can legally recover are as follows:

1. Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers
2. Non-teaching staff
3. Any materials, books, instruments or equipment provided in connection with the optional extra
4. Transport to an activity outside school hours

Activities That Take Place Partly during School Hours On or Off Site

Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it happens fully within school hours and will apply the same criteria to charging as set out in Section 7.

If the majority of time spent on a non-residential activity is outside of school hours, we must treat the activity as if it happens fully outside school hours and will apply the same criteria to charging as set out in Section 8.

Residentials

Residential trips are classified as being within school hours if the number of school sessions missed by the students is at least 50% of the number of half days spent on the trip.

Board & Lodging

We will charge students an amount up to the full cost of board & lodging on residential whether it is classified as taking place within or outside school hours.

Travel

If the residential trip is classified as being within school hours, no charge will be made for travel costs, although, a voluntary contribution may be sought.


Remissions

Parents meeting the criteria may be legally entitled to remission and so exempt from charges but parents can be asked for a voluntary contribution towards the activity.

Administration

We will charge for administration tasks outside of the normal school business, such as verifying the authenticity of a student for passport purposes. This amount will be determined annually by the Governing Body of the school.

The current charge is £10.00

Approved by Governors:	19th March 2019
Signed on behalf of the Governing Body:	
Review Date:	March 2020