



Everyone matters, every day counts

CHARGING POLICY

Policy created:

Policy first adopted:

Signed chair of Governors:

Re-adopted & signed:

Consultation with SLT & Pastoral Leaders - January 2017

A handwritten signature in blue ink, appearing to be "A. Owen".

16-05-17



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CHARGING POLICY

Introduction

This Charging Policy informs staff and families about charging for college activities. It has been drawn up to comply with the legal requirements as summarised in chapter 23 of the *Governors' Guide to the Law*.

The Management Committee wishes to see learning and opportunity enhanced through the widest range of activities that are possible within funds available. Generally, all activities that directly form part of the teaching and learning of the curriculum are delivered within college hours and cannot be charged for. This policy sets out when charges may be made, the remission of charges and the use of voluntary contributions.

Charges

All education during college hours is free. We do not charge for any activity undertaken as part of the National Curriculum. This includes the cost of supplying materials, books and equipment.

Ingredients for Food Technology or materials in other practical lessons may be charged for if the student is taking the items home. Any charges will not exceed the cost of the materials used.

Voluntary Contributions

The Headteacher, members of staff or the Management Committee may ask for voluntary contributions towards the cost of some activities that take place in college hours.

When organising events and activities, which enrich the curriculum and educational experience of the students, the college invites families to contribute to these costs. These events could include an off site trip or the delivery of an enriching experience by a visiting specialist or group. All contributions are voluntary.

Polite reminders may be sent but families must not be made to feel pressurised into paying, as it is voluntary.

If a parent wishes their child to take part in a college trip or event, but is unwilling or unable to make a voluntary contribution, the student will still participate fully in the trip or activity. Sometimes the college pays additional costs in order to support the activity. However, there may be occasions when we do not receive sufficient voluntary contributions and it may be necessary to cancel a trip or activity.

Residential Trips

Special rules apply for residential activities.

a) In College Hours

If a residential activity takes place largely during college time (50% or more of the whole time spent on the activity occurs within college hours), it meets the requirements of the syllabus for a public examination or is to do with the National Curriculum or religious education, no charge will be made either for the education or for the cost of travel. However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging. Voluntary contributions (as above) will be requested.

b) Outside College Hours

An activity is deemed to take place out of college hours if 50% or more of the whole time spent on the activity occurs out of college hours. In this case, and for a residential trip, this will be considered as an 'optional extra' and a charge will be levied, which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision.

Instrumental Music Lessons

There will be a charge for music lessons and for the hire and repair of instruments that are used for instrumental tuition at college for individuals or for groups of up to 4 students, if these do not form an essential part of the National Curriculum, or are related to a public examination syllabus.

No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989).

Monitoring

Public Examinations

There will be no charges made for entering students of this college for public examinations, such as Entry Level or GCSE examinations, when they have followed the course within college.

A charge may be made, however, if a student does not complete the requirements of any public examination where the college has paid, or agreed to pay, the entry fee.

Minibuses

Charges for travelling in a college minibus would not normally be made, although some contribution towards the fuel costs may form part of the charge for a residential or off site trip.

Damage/Loss of Property

Families may be charged for breakages and wilful damage, including loss or damage of college equipment by their child, or loss or damage of property belonging to another student.

Clothing

We ask families to provide their child with the appropriate clothing for all aspects of the curriculum. This will include college uniform, PE kit and swimming kit.

Most items of uniform are available at chain stores at a modest cost. Items that are only available from the college uniform provider (i.e. sweatshirts and polo shirts with the college logo) are sold at a reasonable price.

Extended Schools

There will be a charge for activities/trips out of college hours that do not form part of the National Curriculum.

Tuck

Some classes may request a voluntary contribution from families towards a snack for their child at break-times. Alternatively, families may provide their own healthy snack if preferred.

Meal Prep

Charges will be made for meal prep/cooking as part of their curriculum. As part of their life skills learning they will go to the shop to buy ingredients, cook the food and eat for their lunch. If they, or families do not wish them to eat their prepared meal for lunch they may take this home.

Travel Training

Some students will take part in travel training; there will be a charge for this. If students have their own bus pass, they will be able to use this.

16 - 19 Bursary Fund Scheme

The Bursary Fund Scheme is made up of two parts:

- a) **Guaranteed Bursary** - if you are in care, a care leaver or in receipt of Income Support or a disabled young person in receipt of both Employment Support Allowance and Disability

Living Allowance you will be entitled to £1,200 bursary towards travel and course related equipment.

- b) Discretionary Bursary - if you do not qualify for the guaranteed bursary but have a household income under £16,500, you may be able to apply for some funds to support things like travel, or course related equipment. Please see details on our website or contact the Business Manager regarding eligibility and how to claim.

Review of Charges

Charges are to be reviewed regularly to ensure charges reflect best value when purchasing items, arranging trips and residentials.

Remission of Charges

Only families who are in receipt of:

- Income Support
- Income-based/Income-related Jobseekers Allowance
- Income-related Employment and Support
- The Guarantee element of State Pension Credit
- Evidence of support under Part VI of the Immigration and Asylum Act 1999 from the National Asylum Support Service or Social Services Asylum Team
- Child Tax Credit only, provided your annual household income (as assessed by HM Revenue & Customs) does not exceed £16,190.
- Working Tax Credit 'Run-on' the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit (with no element of Working Tax Credit)

The Headteacher, Management Committee or Resources Committee may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

If families are experiencing financial difficulty, they are invited to contact the College Business Manager in confidence.

Information re charges must be passed to the College Business Manager before being sent to families to ensure that there is consistent practice across the college.