

HADRIAN LEARNING TRUST

CHARGING POLICY

PRINCIPLES

This policy follows the provisions of the Education Act 1996, sections 449 – 462. We are committed to providing free school education for students on roll and community facilities for the local community at no cost to the school budget.

We aim to ensure that:

- education in school is free. We do not charge for any activity undertaken as part of the National Curriculum.
- students receiving music tuition which is part of the National Curriculum and subject to a public examination receive free education.
- activities offered wholly or mainly during normal school teaching time are available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- although there is no statutory requirement to charge for any form of education including learning resources but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during or outside school hours or additional learning resources.
- mandatory items of school uniform and PE kit displaying the school badge are offered to parents at a cost that covers all costs incurred.
- premises' letting charges are affordable and meet all costs incurred.
- the Community and Leisure courses recover the full cost of the programme delivery.

PRACTICES

With the aforementioned aims in mind, it is the Policy of the schools:

For students

- To continue to request voluntary contributions from parents towards activities organised by the school during school hours and for additional learning resources.
- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- A charge will be made for all residential and non-residential activities which take place wholly or more than 50% outside school hours where a student's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.
- The school may charge for the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- The school may make charges for breakages and damage to property including window breakage and cost for graffiti removal.
- Music Tuition – The school will charge for individual or group tuition in playing a musical instrument or singing which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum.
- Deposits may be required for school property loaned to students (e.g. identity card for 6th formers) which are fully refundable on return of the item.
- A 16-19 Bursary Fund is available to post-16 students. Details of the mandatory and discretionary awards are available in the 16-19 Bursary Fund Policy on the QEHS website – www.qehs.net

Examinations

- A charge covering the cost of entry will be made where the school agrees to enter a pupil for a prescribed public examination for which he or she has not been prepared by the school, for example where a pupil has received private tuition for the examination as in re-sitting an exam for which no additional preparation has been given since the first examination.
- A charge will be made covering the examination entry fee if the pupil without good reason fails to complete the examination requirements for any public examination for which the School has paid or is liable to pay. Failure in this context, meaning not completing course work or not sitting a final examination(s). Good reason in this context will normally mean either a doctor's letter in support of health-related problems or satisfactory parental and/or other written testimony in other cases.
- A charge will be made covering the examination body's charge, where a parent asks for examination results to be re-scrutinised by the examination body.

For Private and Community Hire of Facilities

- A scale of charges ensures at least the additional costs incurred by the school are covered. All deposits and invoices will be raised following the school's Lettings Policy and Lettings information booklet (Financial Procedures Manual Reference 1.46)
- Community Sports Groups receive a 10% discount if 10 or more dates are booked in advance.
- For Private Hire an initial deposit is requested to secure the booking and the final amount is payable in full at least 14 days prior to the event date.
- The scale of charges will usually be reviewed in the summer term and the revised charges will be effective from September each year. Any revision of charges in year will be considered as part of the school budget and will be effective from the beginning of the next school term.
- The Executive Headteacher has discretion to reduce or waive lettings fees, provided the schools do not subsidise any lettings.

For the Community and Leisure Programme

- All course fees will recover at least the total cost of the programme.
 - Enrolments are received in advance (Financial Procedures Manual Reference 1.4)
 - All charges will be reviewed annually in the summer term. The revised charges will be effective from 1 September each year. Any revision of charges in year will be considered as part of the school budget and will be effective from the beginning of the next school term.
-