



CHARGING POLICY

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1. Principles

The education provided by the school is free of charge. This includes all materials, equipment and transport during school hours. In accordance with the Department for Education (DfE) guidance there will be no compulsory charge for any activities which are in school hours and which are required by the curriculum. However, the school may invite parents from time to time to make a voluntary contribution towards any other part of the school's work to permit the provision of activities that might otherwise not be possible.

2. Charging for School Visits and other Activities

2.1 Where activities are optional and out of school hours there may be a charge. Charges will never exceed the actual cost of the activity. Participation in these optional activities is on the basis of parental choice and willingness to meet the charges.

The cost will include an appropriate element for:

- (a) A student's travel costs
- (b) A student's board and lodging costs
- (c) Materials, books, instruments and other equipment
- (d) Non-teaching staff costs
- (e) The cost of teacher or instructor who has been engaged specifically for the purpose of providing the activity
- (f) Teaching staff expenses, including the cost of travel and board and lodging
- (g) the cost of supply teacher(s) to teach the classes of the teachers involved in the activity
- (h) a 1.275% charge to cover the administration costs associated with the online system Arbor

2.2 If a student withdraws from an activity the deposit paid will not be refunded



unless another student takes his/her place. It is essential that all activity costs are covered by the charges made for students to participate. The School reserves the right to pass on to parents any additional costs charged to the School by providers. If a student drops out of an activity or visit and additional costs are incurred in order to enable another student to take up the place, such as charges for name changes to airline travel tickets, these will be passed on to the parent of the student no longer participating in the activity. If a student drops out of an activity and the place is not taken up by another student then the cost of the place will be passed on to the parent of the student no longer participating in the visit.

2.3 If activities are largely within school hours or meet the requirements for the syllabus of a public examination the school cannot impose a charge but parents may be invited to make a voluntary contribution. If a particular activity cannot take place without the help of parents, this will be made clear from the outset. The school reserves the right to cancel activities unless all parents who are able are also willing to contribute. Students whose parents cannot or will not contribute will not be left out for that reason. (See paragraph 3 below on Remissions)

3. Remissions

For activities which take place within school hours or meet the requirements of a public examination a voluntary contribution will not be expected when students are eligible for Free School Meals.

All parents will be made aware of this provision in relation to each activity so that they may inform the school of their circumstances. The cost will not be recovered by levying an additional charge on other students.

4. Public Examinations

4.1 The School will bear the costs of fees for the first sitting of all public examinations for which the student has been prepared by the school except where the school has determined that the student should not be entered for an examination for one of the following reasons:

- He/she has failed to complete coursework requirements without good reason.



- He/she has failed to take one or more oral, practical or written examination without good reason.

The determination of what constitutes “without good reason” shall be a matter for the School. The Headteacher will consider each case on its merits, reach a decision and inform the parents in writing of the charge levied and the reason for it.

4.2 At Key Stage 4, in cases where a student is identified by the school as benefiting from re-taking a public examination, the cost of one re-take only will be borne by the school. Any additional re-takes will be paid for by the parents, with their consent.

4.3 A charge will be levied for students re-sitting examinations as part of their Sixth Form courses.

4.4 The Headteacher may agree to accept the cost of entering a student for a public examination for which he/she has not been prepared by the school but is not obliged to do so.

4.5 Students who have been entered for examinations and decide to withdraw after the deadline date or do not turn up for examinations will be charged.

The charges levied in 4.1, 4.2 and 4.5 above will be the cost of the examination entry and any applicable centre costs.

5. Materials and Textbooks

5.1 Where a student or parent wishes to retain items produced as a result of Art or Design and Technology, a charge may be levied for the cost of the materials used. In Food Technology, students usually provide their own ingredients. If the student forgets, the school usually provides the ingredients and may levy a charge.

5.2 Textbooks are provided free of charge. In some subjects, additional revision guides are available. A charge is made for these. If a student wishes to make notes on a text or textbook and retain it at the end of the course a charge may also be made. However, copies will be provided for those who do not wish to annotate the text.



5.3 The school reserves the right to charge a proportion of the cost of replacement, according to age and condition, of text books and library books which have been lost or damaged by the student.

5.4 Students needing to replace exercise books or student planners that they have lost will be charged the cost of replacement.

6. Equipment

6.1 Where a student requires non-standard equipment to carry out work as part of the curriculum (for example protective aprons in Catering and footwear on Alternative Curriculum) a *basic* item must be provided free of charge, with the intention of it being returned at the end of the course.

The items that are provided are not guaranteed to be new to each recipient.

6.2 Departments may offer to sell items of non-standard equipment that are of enhanced quality compared to the basic item referred to in paragraph 6.1. These items must be sold at cost price and in accordance with the Finance Policy.

6.3 The School will always provide *basic* team kit to teams that are representing it in sports free of charge.

6.4 The PE Department may offer to sell team kit to members of sports teams that is of enhanced quality compared to the basic kit referred to in paragraph 6.3. These items must be sold at cost price and in accordance with the Finance Policy.

7. Deposit Schemes

7.1 With express prior permission from the Headteacher, deposits may be taken from KS3 and KS4 a student when a high value item is provided to them free of charge. For example, this could be high quality protective equipment required for participation in an Alternative Curriculum programme.

7.2 The deposit will be repayable on return of the item in a satisfactory condition.



7.3 The deposit does not necessarily have to be equal to the full value of the item.

7.4 Departments must obtain a signature from the student using the proforma in Appendix 1, to evidence that the student took possession of the item. The proforma must be also be signed the student (and countersigned by a member of staff) on return of the item.

7.5 All money taken in deposit must be lodged with the Finance Team in accordance with the Finance Policy.

8. Optional Extras (Not Including Educational Visits or Music Tuition)

8.1 The School may offer students the opportunity to purchase items that are not required to participate in the curriculum. This could include, but is not limited to, hoodies, prom tickets, year books, team kit and clothing (see paragraphs 6.3 and 6.4) and recordings of audio performances.

These items must be sold at cost price or at cost price plus a reasonable administrative charge.

The items must be sold in accordance with the Finance Policy, which may require VAT to be levied, depending on the extent to which the item is necessary as part of the educational process.

9. School Catering Purchases

9.1 A maximum of four consecutive loans will be allowed, up to a limit of £10, at which time the loan should be repaid.

10. Music Tuition

10.1 The School charges for individual, paired or group music lessons. This Instrumental tuition is provided by tutors employed by the school and is delivered

outside school hours. The charges made will be subject to adjustment to reflect increases in staff costs.

10.2 The School also operates a scheme for hiring instruments to students. There is no charge for this service.

10.3 The School offers music lessons with a £5 reduction per lesson for students who are entitled to Free School Meals.

10.4 The School will respond to other funding opportunities to support Music and the Arts.

11. Damage to Property

11.1 A charge will be made in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books, computer software or hardware or materials). This charge will be the cost of replacement or repair or such lower cost as the Headteacher may decide.

11.2 A charge will be made in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books, computer software or hardware or materials) belonging to a third party. This charge will be the cost of replacement or repair or such lower cost as the Headteacher may decide.

Droitwich Spa High School and Sixth Form Centre takes its responsibilities as a data controller and data processor seriously and are committed to using any personal data collected and held in accordance with the law. The schools policies, privacy notices and forms in relation to personal data are available for you to view on our web site at www.droitwichspahigh.worcs.sch.uk or by using the <https://public.droitwichspahigh.worcs.sch.uk/privacy>. The School's Data Protection Officer is the *Governance Manager* who can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at privacy@droitwichspahigh.worcs.sch.uk

Charging Policy Appendix 1 - Record of Receipt

Name of Department:

Item Loaned	Value	Given to student (name):	On date:	Signature (of student):	Returned date:	Signature of HoD:
e.g. Economics A Level Textbook (author Pete Smith)	£18	Amy Atkins	10/9/15			


