HAMPTON ACADEMIES TRUST: CHARGING POLICY

Any charges made by the school must meet the requirements of the DFE Charging for school activities paper from May 2018. The governors endorse the guiding principles contained in the paper, in particular that no child should have its access to the curriculum limited by charges.

AIMS

- To make a broad programme of excursions, visits and activities accessible to as many students as possible.
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget.

PRACTICE

1. Charges will not normally be made for any activities which form part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements.

2. Activities which are wholly or mainly within school hours should not normally be chargeable. However, instrumental music tuition and/or loan of instruments may be compulsorily charged unless it is part of a public examination or National Curriculum course.

3. In practical subjects parents/carers may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the finished product.

4. Voluntary contributions may be invited for visits/activities which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the trip/activity if the level of contributions does not meet its budgetary requirements.

5. Visits which take place mainly out of school hours are chargeable.

6. Extended School / After School Clubs and activities which take place out of school hours are chargeable.

7. Board, lodging and travel costs will be charged on residential trips, subject to statutory exceptions.

8. The trust aims to break-even for all chargeable trips/activities and any surplus which is too small to be redistributed (eg less than £10 or 10% of the sum paid by the individual) will be retained by the individual school to offset hardship cases.

9. The cost of examination entries for subjects taught within the school will normally be met by the individual school. However, parents/carers will be required to pay for each examination that their child has been entered for and not attended, except in case of illness, where a Medical Certificate has been provided. Parents/Carers will also be asked to pay if they ask for any results to be re-scrutinised and for re-sitting an examination. Each school may cover the cost of re-marking and re-sitting an examination, where a subject leader has cause to query the Awarding Body's decision.

10. Parents/Carers may be charged for breakages, damage or defacement of the school building, materials and equipment, where the damage is the result of student misbehaviour.

11. Parents/Carers will be charged for the loss or non-return of books, dvd's, and any equipment on loan from each school.

12. In cases where any charges are to be levied, parents/carers must be advised in advance and monies collected prior to the activity. Requests for help from parents/carers on income support will be considered and assistance provided within the limits of the school's budget. Complete confidence will be observed in all such matters. Any insurance costs will be included in charges for trips or activities.

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APPROVED BY GOVERNORS:

_____	_____	_____
SIGNATURE	NAME	DATE