



Queen Elizabeth High School

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.
- Ensure that students receiving music tuition which is part of the National Curriculum and subject to a public examination receive free education.
- Ensure that activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- Ensure that 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.
- Ensure that 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.
- Ensure that mandatory items of school uniform and PE kit displaying the school badge are offered to parents at a cost that covers all costs incurred.
- Ensure that premises' letting charges are affordable and meet all costs incurred.
- Ensure that 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 this school:

For students

- To continue to request voluntary contributions from parents towards activities organised by the school during school hours and 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.
- A Learner Discretionary Fund is available through the YPLA for sixth form students receiving an Educational Maintenance Allowance (EMA). A separate policy document is provided for this by the YPLA.
- The Simon Straw private fund is available to all sixth form students facing hardship.

For Community Usage of Facilities

- A scale of charges ensures at least the additional costs incurred by the school are covered and invoices will be raised following the school's Lettings Policy (Financial Procedures Manual Reference 6.1)
- The scale of charges will be reviewed in the summer term and the revised charges will be effective from September each year. The Finance and Premises Committee will agree any revision of charges when considering the school budget.

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 4.1)

All charges will be reviewed annually by the Finance and Premises Committee in the summer term. The revised charges will be effective from 1 September each year.

This policy was agreed by the Finance & Premises Committee at their meeting on Wednesday 25 May 2011.

Signed		Chair of Finance & Premises Committee (Simon Kitchman):	Date	
Signed		Headteacher (Neil Morrison):	Date	
Review Date:	May 2012			