

Charging Policy.

Aim:

To ensure that charges made to parents for goods and services provided by the school are levied fairly, equitably, legally and conform to the principles of the school's vision.

Principles.

This policy is based on the following principles:

- No child should be excluded from an educational activity through the inability of their parents to pay.
- Cost will be a major consideration when activities, events or tuition are being planned for which parents have to contribute. The school will operate a best value approach in order to guarantee quality.
- The school may add a minimal amount to fees in order to cover administrative costs.
- The school may require a deposit for an event. This may be non-returnable if cancellation by the parent leads to the school incurring costs.
- Any surplus monies from these activities will accumulate in the Private School Fund and be used to support future ventures.

Applications.

Residential Visits.

Children will be charged for accommodation costs and transport. There will be no charge for admission to attractions or for tuition.

A deposit will be charged to match that required by suppliers and will be non-returnable in the event of a cancellation and the school being unable to find another student to fill the place. The school is committed to finding ways for parents to pay by instalment should they wish to do so. Children whose parents are in receipt of the appropriate benefit may be entitled to have the board and lodging element paid by grant. Details of this scheme will be available from the school office.

Day visits

Parents will be informed of the cost of transport for the visit and asked for a voluntary contribution towards this. Where the transport for a visit is very expensive the school may state that 90% of the sum needed must be received in voluntary contributions if the visit is to go ahead. Parents will not be charged for entry fees to attractions or tuition.

Hot meals

The school provides a daily hot meal. Pupils entitled to free school meals are not charged. Other pupils can purchase a meal a week in advance. If a parent wishes to cancel a meal a refund cannot be given once the order has been passed to the supplier. The cost of the meal will be set by the governors Resources Committee and will reflect the charge made to the school by the supplier with a minimal mark up to cover administrative costs. Parents will be given as much notice as possible of any changes in the cost of the meal.

Instrumental Music lessons

Specialist instrumental teachers are employed by the school to provide this service. Details of the current scheme may be inspected on request. Tuition fees and any charges for hire of

instruments, will be set by the Resources Committee and are payable a term in advance. Fees are not returnable should the parent decide to discontinue the lessons since the teachers have been contracted to teach the lessons and costs would impinge upon the main budget. Children whose parents are unable to pay the fees will not be able to participate since the school has no access to money to support the scheme. Children can, however learn to play the recorder at no cost except that of purchasing the instrument.

Art and Technology

Children will not be asked to pay for materials used in art or technology but may take home their creations. The only exception to this will be occasional Art exhibitions where the pupils' work is framed and parents are asked to purchase it to raise funds for the school.

Swimming

Parents are asked for an annual voluntary contribution towards the cost of minibus travel to and from the pool. The suggested level of contribution is set by the Resources Committee.

Uniform

The uniform code for the school has been set by the governing body having regard to advice from the Office of Fair Trading. A preferred supplier has been appointed on the basis of value for money and efficiency following a tendering process but parents may purchase uniform from any supplier. The school provides a badge which parents may purchase and apply to uniform items bought from such outside suppliers.

Photographs

The school is visited occasionally by a professional photographer who takes pictures of individuals and groups. These photos are offered for sale under the contractor's terms and conditions and parents are under no obligation to purchase. The school, however does receive commission on sales which is used to support learning.

Malicious Damage.

The governors reserve the right to bill parents for the repair or replacement of school property damaged by a pupil through malicious action or deliberate disobedience.

This policy is formally adopted by the governing body.

_____ (Chair of Curriculum Committee)

_____ (Date)

This policy is due for review in June 2012.