



## **Charging Policy**

## Alder Community High School

### Charging Policy

#### 1. Legal requirements of the Governing Body

Whenever possible we try to bring our curriculum to life through visits and field trips and by asking guests and groups into school. While we would like to provide all of these activities free of charge there may be occasions where parents are asked to make a voluntary contribution to help cover any costs. If there are financial difficulties the school will always try and provide assistance, especially if the activity is directly linked to the curriculum. Clearly we would like to ensure that no child is ever disadvantaged because of financial circumstances.

There is a legal requirement for the Governing Body of a maintained school to set out its policy on charging for school activities. The key points of our Charging Policy are listed under the key principles outlined in section 2.

#### 2. Key principles

- No charges will be made for admitting students to Alder Community High School and education during school hours will be free. This includes materials and equipment.
- Charges may be made for students to receive individual or group tuition in playing a musical instrument.
- Although the school cannot charge for school time activities we may ask parents for voluntary contributions to help support a particular event or trip. However, no student will be left out of the activity if his or her parent cannot or will not make a contribution towards the cost. The school will meet any financial shortfall in covering the cost of the activity due to a lack of voluntary contributions or, if there is insufficient funding available, cancel the event. This information will be made clear to parents when staff are requesting a voluntary contribution.
- A charge may be made for activities that happen outside school hours if these are “optional extras” and not a necessary part of the curriculum. If they are a necessary part of a student’s curriculum then staff can again request a voluntary contribution as outlined above. In some cases it may be up to the Governing Body to decide whether an activity is essential or an optional extra.
- No charge will be made for an after school activity that is an essential part of the syllabus for an approved examination. Staff can request a voluntary contribution although clearly there must be contingency plans to cover any shortfall if the activity is essential.

- If an activity happens partly during school hours and partly after school then it is classed as a school time activity. This would not include leaving school slightly earlier to help with travel arrangements.
- A residential trip is classed as a school time activity if the number of school sessions missed by students amounts to half or more of the number of half days taken up by the activity.
- Students will not be charged for using the school minibus. Similarly the school will not charge students for travelling to and from sports fixtures or from other events where they are representing the school.
- When a non-school organisation arranges for an activity to take place during school hours and parents want their children to be involved then the organisation may make a charge. The Headteacher must then agree to any students being absent from school.