



DROYLSDEN
Academy

Charging and Student Support Fund Policy

Throughout this policy, the term “parents” means all those having parental responsibility for a child

Review Cycle: Two Years
Next Review Date: March 2024
Person Responsible: Director of Business and Finance
Approving Body: Headteacher

1 Introduction

- 1.1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and out of school educational visits, residential's_and_experiences_of_other environments, can make towards students' all-round educational experience and their personal and social development.

2 Charging

- 2.1 The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:
- i **Educational visits and residential visits in school time:** the board and lodging element of the residential experience and outdoor pursuit courses;
 - ii **Activities outside school hours:** the full cost for each student of journeys, educational visits and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
 - iii **Materials:** the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
 - iv **Acts of vandalism and negligence:** the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
 - v **Examination fees:** if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.

If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Governing Body may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.

3 Student Support Fund

- 3.1 Where the parent_of_a student is in receipt of free school meals, the Governing Body may remit in part the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination. To access this support the parent, carer or guardian of the student must complete a student support fund request form.

3.2 The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. Application should be made via the student support fund. The Director of Business and Finance will authorise remission.

4 Insurance

4.1 Any insurance costs will be included in charges made for educational visits or activities.

5 Voluntary contributions

5.1 The headteacher will invite parents and carers to make contributions towards the cost of trips or activities. The headteacher should make clear that such contributions are voluntary, and that children of parents or carers who do not contribute will not be discriminated against, however if insufficient contributions are received the educational visit may be cancelled.

6 Monitoring, Evaluation and Review

6.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.