



Charging and Student Support Fund Policy

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

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 for journeys, educational visits and overnight stays in the United Kingdom and abroad which take place at weekends and during the holiday periods, which are deemed to be optional extras;
- iii **Materials:** the cost of materials or ingredients for Design and Technology and Food and Nutrition;
- 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.

There may be a charge for the re-marking of an examination paper.

3 Student Support Fund

- 3.1 Where the parent of a student is in receipt of free school meals, the Deputy Headteacher in charge of the Pupil Premium budget 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 or carer 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 Finance Manager 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 Co-Headteachers will invite parents and carers to make contributions towards the cost of Educational Visits or activities. The Co-Headteachers 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 Local 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.