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| Policy Title | Charging Policy |
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| Linked to (<i>and should be applied in conjunction with</i>) the College's policies on: | Educational Visits |

| Provenance | Date |
|-------------------------|-------------|
| SLT | |
| Staff Consultation | |
| Governors' Committee | |
| Full Governors' Meeting | |
| Review Date` | |
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Self Help Self Responsibility Equality Equity Democracy Solidarity
 Social Responsibility Honesty Openness Caring for others

Charging Policy

1 Introduction

- 1.1 There are 4 principles underlying the provisions on charging:
- That education in schools should be free;
 - That activities offered wholly or mainly during normal school teaching time should be available to all students regardless of their parents/carers ability or willingness to help meet the cost;
 - That there is no statutory requirement to charge for any form of education, but schools have the discretion to charge for optional activities provided wholly or mainly out of school hours;
 - That schools have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

At Helston Community College, all compulsory education during College hours is free of charge.

2 College trips/visits and activities during the teaching day - voluntary contributions

- 2.1 When organising College activities, trips or visits which enrich the curriculum and educational experience of the children, the College invites parents/carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless the College is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. If the event does proceed, each child would be allowed to participate fully without discrimination irrespective of whether or not a contribution has been made.
- 2.2 Parents/Carers have a right to know how each individual trip is funded. The College provides this information on request.
- 2.3 The following is a list of additional activities sometimes organised by the College, which require voluntary contributions from parents/carers. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
 - sporting activities – sometimes involving transport expenses;
 - outdoor adventure activities;
 - visits to the theatre;
 - College trips abroad;
 - musical events.
- 2.4 Parents/Carers will be given reasonable advance notice of proposed visits/activities and the voluntary contribution required to cover the costs of the visit/activity. Staged payments may be arranged where contributions are significant.

3 Residential visits - Charges

- 3.1 If the College organises a residential visit in term time or mainly in term time, which is to provide compulsory education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the overall costs of board and lodging and may invite voluntary contributions to meet other costs associated with the visit. Parents/carers who receive specific state benefits are exempt from charges for board and lodgings and specific details of exemptions will be provided at the time that residential visit details are notified.

3.2 If the College organises a residential visit largely in holiday time, which is for enrichment purposes, charges will be made to cover the full cost of the trip, including travel, board and lodging and any other costs associated with the visit.

3.3 Parents/carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

4 Music tuition

4.1 All students study music as part of the normal KS3 College curriculum. We do not charge for this.

4.2 Peripatetic music teachers offer individual or small group music tuition at the College which is additional to the National Curriculum. We give parents/carers information about availability of this facility at the start of each academic year and a charge is made for these lessons. Parents/carers who receive specific state benefits are exempt from charges for music tuition – details will be provided at the time that tuition is offered.

5 Examination fees

5.1 The fees for entry to examinations as prescribed in regulations issued by the Secretary of State are paid by the College. However, in the event of a student failing to attend an examination, the College will recover the cost from parents/carers.

5.2 The cost of re-sits and entries to non-prescribed examinations elected to be taken by the student will be charged to parents/carers. For students in receipt of Pupil Premium, the charges will be reviewed on a case by case basis. No charge will be made for students re-taking GCSE English or mathematics, who have failed to achieve Grade C.

6 Charges for ingredients, materials and equipment

6.1 Parents/carers are invited to supply, or the College will charge for, ingredients, materials and equipment, needed for the delivery of the curriculum, when they or the student will own the finished product.

7 Swimming

7.1 The College organises swimming lessons for students in Key Stage 3. These take place in College time and are part of the National Curriculum. We make no charge for this activity. We inform parents/carers when these lessons are to take place, and we ask parents/carers for their written permission for their child to take part in swimming lessons.

8 Out of School clubs and activities

8.1 The College offers a range of out-of-school clubs and activities, and will charge students a fee to cover the costs associated with these activities. Such activities will be run at cost, and if any surplus is accrued, this will be reinvested in the activity or transferred to the College General Fund. No student should be prevented from taking part in an out-of-school club or activity because of an inability or unwillingness to pay on the part of a parent/carer. The College will hold funds to support students who are unable to pay the activity fee.

9 Transport to Extra-Curricular Activities

9.1 Parents/carers will be charged to cover the transport expenses associated with the trip or the extra-curricular activity. Charges for transport will be strictly based on covering actual costs (as defined in legislation) with no profit element.

10 Loss of/ Damage to School Property

- 10.1** Parents/carers may be asked to meet the costs of repair/replacement of College property lost or damaged as a result of a student's misbehaviour.