



# The Earls High School

A Specialist College for the Performing Arts

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## CHARGING POLICY

### Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which contributions will be requested from parents.

### Responsibilities

The Governing Body of The Earls High School is responsible for determining the content of the policy and the Principal for implementation.

### Prohibition of Charges

The Governing Body of The Earls High School recognises that the legislation prohibits charges for the following:  
*No charges will be made for*

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the School, or part of the School's basic curriculum for religious education;
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum;
- Individual music tuition provided in school hours in respect of a student who is looked after by the Local Authority;
- Education provided on any trip that takes place during school hours. However, Governors have agreed that voluntary contributions may be requested;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of the School's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the School premises, where the Local Education Authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the Governing Body or Local Education Authority has arranged for pupils to be educated;
- Transport provided in connection with an educational visit. However, Governors have agreed that voluntary contributions may be requested;
- Entry for a prescribed public examination. If the student has prepared for it in school;

- Examination re-sits if the student is prepared for the re-sit at the School;
- Admission applications.

### **Publication of Information**

A copy of this policy will be included on the School website.

### **Charges**

At The Earls High School we do not wish to penalise any student due to financial hardship of the family. To this end we have established a system for parents to pay by instalments. We have also introduced a system for parents to use their debit or credit cards to pay on line. We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against students from families on lower incomes and we will avoid that method of selection.

### **Voluntary Contributions**

There will be some trips or activities which the school cannot charge for but which the School considers would be beneficial to the students, often referred to as an 'optional extra'. In this case the School may ask for voluntary contributions. No student will be excluded from the activity or treated differently because they do not make a contribution. If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead. This will be made clear to parents in the trip letter. The responsibility for determining the level of contribution is delegated to the Vice Principal. Planned activities which provide additional enrichment or enhancement of the curriculum may be cancelled if the total level of contribution is such that the School enrichment budget cannot afford to meet the other costs that would be incurred. Activities that are essential as part of the National Curriculum will take place regardless of the level of contribution received from parents.

### **Additional considerations**

The Vice Principal may decide not to levy charges in respect of a particular activity, if he feels it is reasonable in the circumstances.

Parents on low incomes and in receipt of certain benefits may be eligible for support. Parents are invited to apply in confidence to their Year Co-ordinator for remission of charges in part or in full.

### **Work Experience**

Parents may be required to cover the cost of travel to work experience.

### **Damage/Loss of property**

The school reserves the right to levy a charge in respect of wilful damage as determined by the School, e.g. neglect or loss of School property and/or third party property, the charge to be cost of replacement or repair, or such lower cost determined by the School.

### **Lettings**

Please refer to the School's Letting Policy and the scale of charges determined annually by the Finance Committee.

### **Locker/Locker keys**

A charge will be made for the above which will be reviewed on an annual basis and notified to parents by letter.

Autumn 2014