



The Coleshill School: *An 11-19 Business and Enterprise Academy*



Charging Policy

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

School Trips

Residential trips

- Essential. For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
- Non-essential. For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied up to the full cost of the trip including contingency and school administrative costs.
- School trips are funded through parents paying online via Parent Pay system.

Examination Entries

- A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.
- A charge will be levied in respect of examination entries for students where:

The school has prepared the student for the examination and it considers that for educational reasons the student should not be entered and the student's parent/carer wishes the student to be entered (or student him/herself when over 18 years old).

- In these circumstances, if the student subsequently passes the examination, the school may refund the cost.
- A charge may be levied for students re-sitting an examination.
- A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

Materials & Textbooks

- Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, but if the student forgets, the school provides the ingredients and levies a charge.



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Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

- The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons. 50% discount is available to students whose families are entitled to free school meals.

Activities Outside School Hours

- No charge will be made for activities outside school hours that are an essential part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Voluntary Contributions

- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip which may include specific costs in relation to pupils with special needs. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

Other charges

- The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.



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Remissions Policy

- The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.
- The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Catering

The Academy has a catering contract. The Academy administers two systems, one through [ParentPay](#) the other through cash loading.

- ParentPay is a Company which facilitates an online system that enables parents to pay money into an account via their individual username and password. The system is secure and administered by ParentPay. The payments are received into the school bank account and recorded against the student account. Meals are then purchased through a biometric finger print system and the meal cost deducted from the pupils account.
- Cash loading enables students who do not enrol for the ParentPay online service the ability to top up their account via the various machines located in the school.
- The students pay for meals via a biometric finger print system irrespective of account top up facility used.
- Students who receive free school meals have their accounts topped up by the cash loader system.

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