Charging Policy

Summer 2016

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|  Purpose |

The Governing Body of this school supports the principle that all students in a maintained school are entitled to free education provided that it takes place wholly or mainly during school hours. i.e when the school is actually in session, not including mid-day break.

The main exception is that a charge is made for individual musical tuition, except where it is required to fulfil a prescribed public examination, or is within the requirements of the National Curriculum.

Charges will not be made for any activities which form a part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements.

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|  Charges |

The school makes charges for personal photocopying and printing.

 A4 white single sided 5p A4 coloured single sided 25p

 A4 white double sided 7p A4 coloured double sided 35p

 A3 white single sided 10p A3 coloured single sided 50p

 A3 white double sided 14p A3 coloured double sided 70p

 A4 coloured paper single sided 7p OHP’s 40p

 A4 coloured paper double sided 9p Binding 40p

 A4 coloured card single sided 9p

 A4 coloured card double sided 11p

 Laminating – per sheet 20p

 These costs all include VAT @ 20.0%.

Income raised from this is used to reimburse the relevant expenditure account.

Under data protection law, anyone can ask if our organisation holds personal information about them – we must respond to their request within 40 days. A charge of £10 to provide the information is levied, or up to £50 for paper-based education records.

Freedom of Information – a charge will be made for disbursements. Photocopying will be charged as per the personal photocopying and printing charge, plus postage as necessary.

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| Educational Visits and Resources |

The cost of trips and visits that take place mainly out of school hours are to be met by students and parents or carers, and this includes board, lodging and travel costs, subject to statutory exceptions. The governors will assist with charges for board and lodging for students whose parents are in receipt of income support or family credit where the activity takes place in school hours, or if it is out if hours but is

* on the syllabus of a prescribed examination
* a National Curriculum requirement
* To fulfil statutory duties relating to religious education

Departments reserve the right to make a small charge for lost exercise books or damaged equipment. Text books which are issued to students and may be taken home are the responsibility of students who will be charged for any loss or damage.

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| Incidents |

Any other damage or loss to school property will be charged as follows;

* No charge made for accidental damage
* 50% of cost of repair or replacement will be charged where a student has caused damage to school property in an accident caused by a transgression against school rules.
* 100% of cost of repair or replacement will be charged where the damage to school property is wilful and deliberate.

In cases where charges are to be levied, the charge will be advised in advance and any monies collected. Requests for help in cases of hardship, in relation particularly from parents on income support or family credit will be considered and assistance provided within the limits of the school’s budget. Such requests should be made to the Headteacher or Chair of Governors and complete confidence will be observed in every case.

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| Adoption, Approval, Sign Off |

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| Signed |  |
| On behalf of | FGB/Committee/Gov/HT |
| Date | **Summer 2016** |

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| Document Control |

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