



Thornleigh
Salesian College

CHARGING FOR SCHOOL ACTIVITIES POLICY

Person Responsible	Sharon O'Brien
Date of Last Review	October 2016
Recommended by F&R Committee	February 2019
Ratified by Full Governing Body	March 2019
Date of Next Review	March 2020

1 Principles of the Policy

In general no charges should be made for school activities provided wholly or mainly within school hours. It is therefore not possible to apply a compulsory charge for transport, admission costs for swimming lessons or visits to a local museum etc during school time.

2 Implementation

Voluntary contributions

The Headteacher or Governing Body may ask parents/guardians for a voluntary contribution towards the cost of:

- Activities within a curriculum area
- Supporting educational trips and visits
- Associated travel costs

The contribution must be genuinely voluntary and students of parents/carers who are unable or unwilling to contribute may not be discriminated against. In circumstances where there is not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, then it must be cancelled.

Residential trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, children whose parents/carers are in receipt of government support payments may, in addition to having a free meal entitlement, be entitled to the remission of these charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support
- Universal Credit
- Income Based Jobseekers Allowance
- Support under part VI of the immigration and Asylum Act 1999
- Child Tax Credit, where the parent is entitled to Working Tax Credit and whose annual income specified by the Inland Revenue does not exceed the financial threshold for the current year.

A similar entitlement applies where the trip takes place outside school hours but is necessary as part of the National Curriculum, or forms part of the syllabus for a prescribed examination that the school is preparing the student to sit, or the syllabus for religious education.

Public Examinations

General guidance

No charges may be made for entering students for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if,

- The examination is on the set list, but the student was not prepared for it at school.
- The examination is not on the set list, but the school arranges for the student to take it.
- A student fails without good reason to complete the requirements of any public examination where the governing body originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a student is prepared outside school hours for an examination that is not set out in regulations.
Appendix 1

Lettings

As per Governor permission, as from 1st September 2015, the school has entered into a Service Level Agreement with School Letting Solutions Ltd to let out school facilities with an agreed financial share of revenue for both parties. Lettings will be with the agreement of the school and school evening and weekend activities will take priority over any external lettings.

Monitor and Review

The Governors of the Finance and Resources Committee is primarily responsible for monitoring the implementation of this policy.

Governor Approval and Review dates

This policy was approved by the full governing body in March 2019 and will be reviewed annually.

Appendix 1

Payment of Examination Fees as applied at Thornleigh Salesian College

- Initial registration fees and exam entry fee for candidates are paid by the school.
- A department wishing to make a late entry or entries incurring a fee must receive authorisation from the Headteacher if the fee is to be paid by the school.
- Candidates or departments will not be charged for any fees resulting in changes of tier or withdrawals made by the proper procedures or alterations arising from administrative procedures, providing these are made within the time allowed by the awarding bodies.
- Candidates making changes outside of the allowed timescales will be charged any amendment fee.
- A candidate wishing to make a late entry will be charged any additional fee incurred by the Centre.
- If a candidate at Key Stage 4 is advised by a subject teacher or subject leaders to re-sit a module/examination no charge will be incurred.
- Candidates following post-16 courses wishing to re-sit an examination or module will incur the full cost of this. This should be paid before entries are submitted.
- Candidates who are re-sitting a full course will not be liable to a charge for the examinations which are part of this course.
- Candidates who fail to attend for an examination will be liable for the cost of that examination.
- The fees re-imburement policy with regard to enquiries about results will be included in the candidate section of the Exams Policy and will be communicated to students and their parents/carers at the start of GCSE and post-16 courses.
- Candidates must pay the fee for an enquiry about a result unless this enquiry is initiated by the Centre.

