

Waseley Hills High School

CHARGING AND REFUNDS POLICY

Responsibility: Business Manager

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The contents of this policy are reviewed and monitored on a regular basis by Senior Leaders, Heads of Subject and staff with responsibility to that area.
Direct responsibilities are written into job descriptions.



Waseley Hills
High School

Introduction

The Governing Body recognises its duty, under the terms of the 1988 Education Act, to provide statutory education free of charge. No charge will be made by the school with respect to books, materials, equipment or instruments required by students in connection with the study of the National Curriculum or in preparation for prescribed public examination of courses taught at the School. No compulsory charge will be made for incidental transport relating to these activities although voluntary contributions may be sought.

However the Governing Body reserves the right to make charges or seek voluntary contributions in the following circumstances:

Replacement of lost or damaged property:

Students are expected to return books and other items issued to them on the completion of a course. An appropriate charge will be made for items retained, lost or damaged. Similarly the actual cost of replacing items or making good damage to school equipment, including computer software, or the fabric of the building can be charged.

Examination fees:

Where the student has not been prepared for a prescribed public examination by the School, the Governing Body can make a charge for the cost of entering a student for the examination. They can also make a charge for any non-prescribed examinations the students may wish to take. The school may exercise the right to request payment of any re-sat examinations.

If a student fails without good reason to complete the examination requirements for any examination for which the School has paid (or is liable to pay) an entry fee, then the Governing Body will seek to recover the fee from the parent.

Charging in kind:

A contribution to the cost of materials, ingredients, equipment (or the provision of them by parents) for practical subjects such as Food Technology, Design and Technology and Art may be sought if parents have indicated in advance that they wish to consume or own the finished product.

Additional Activities

The Governors recognise the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences, make toward students' personal and social education and wishes to promote the provision of such activities as part of a broader balanced curriculum. However the Governing Body reserves the right to make charges in the following circumstances:

Activities in school hours:

The board and lodging element of residential activities which are deemed to take place in school hours, such as Geography field visits.

The proportionate charge to each student of non-residential activities deemed to be optional extras taking place in school hours.

Activities outside school hours:

The proportionate charge to each student of activities deemed to be optional extras taking place outside school hours, such as visits to theatres, museums, galleries, sporting activities etc.

Duke of Edinburgh Award Scheme Fees:

A termly charge will be made.

Individual Instrumental music tuition:

A termly charge will be made.

The decision as to “when” and “how much” to charge lies with the Headteacher. Generally voluntary contributions will only be sought when it is not realistic for funding to be wholly or partially met from school funds and the level of contributions sought will only reflect the unfunded costs of the activity. Student participation in any such activity will not be dependent on any contribution being made but Governors reserve the right to withdraw any activity where contributions have been sought if, in the opinion of the Governors, the amount contributed does not make the activity viable.

As a general principle, when the parents/carers of a student are in receipt of means tested benefit, but additionally in any case where financial hardship is cited, the School will consider remitting, partially or in full, the costs of board and lodging for any residential activity that it organizes for the student, if the activity is deemed to take place within school hours, or where it forms part of the syllabus for a prescribed public examination or the National Curriculum. The decision as to when and how much remission or refund should be made or whether there is justification for providing additional financial support rests with the Headteacher.

To avoid unnecessary financial difficulties for parents and carers, it is expected that they will be kept informed of the costs and timing of those activities where charges are likely to be levied and given the opportunity, where possible, to provide phased payment. The Governors’ Buildings and Finance Committee is to be kept apprised of those activities where charges have been made or contributions sought and the level of financial support provided to students.

The Governing Body may, from time to time, amend the categories of activity for which charges can be levied. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for students.