



**EDUCATION**  
**SOUTH WEST**

## **Charging Policy**

<b>Board Approved Date</b>	July 2019
<b>Version</b>	0.1
<b>Author Initials</b>	SW
<b>Review Date</b>	Annually

*(This policy supersedes all previous)*

## Amendments

Policy Date	New Version Number	Summary of change	Comments

## **1. Principles**

- 1.1 The purpose of this policy is to ensure that academies in the Trust make charges in accordance with Sections 449-462 of the Education Act 1996.

## **2. Procedures**

- 2.1 All activities that are a necessary part of the timetabled curriculum are provided free of charge. This includes any materials, equipment and transport to take students between the academies and the activity. A charge may be made in subjects such as Technology if a student wishes to take the articles made home. It excludes charges made for teaching an individual or groups to play a musical instrument.

- 2.2 There is no charge for any exam or entry fees that are an essential part of the syllabus for an approved examination unless:

- The student was not prepared for examination at this Trust;
- A student fails without good reason to complete the requirements of any public examinations

## **3. Activities**

- 3.1 Voluntary contributions may be sought for activities which entail additional costs (e.g. field trips). A student is not prevented from participating because parents cannot or will not make a contribution. If insufficient funds are available, the activity may be curtailed or cancelled.

- 3.2 Optional Activities outside of the school day

Academies may charge for optional, extra activities provided outside of the school day, e.g. football club, theatre visits.

- 3.3 Education partly during the school day

If a non-residential activity happens partly within the school day and partly outside of it, there is a voluntary charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges may be made.

- 3.4 Residentials

Charges are made for board and lodging.

### 3.5 Calculating charges

When charges are made for any activity, whether during or outside of the school day, they are based on the actual costs incurred, divided by the total number of students participating.

## 4. **Review of Policy**

This policy is reviewed annually