

## Charging Policy

Name of Policy	Charging policy
Governor committee and last reviewed date	Strategy / May 2023
Full Governing body approval date	June 2023
Policy review timing	2 years
Policy next review date	May 2025

### Charging Policy

The policy of the Governors of The Grey Coat Hospital on charging for school activities is in line with the Education Act 1996. The Governors seek to continue existing practices as far as possible and are anxious to ensure that the quality of education provided and equality of opportunity are maintained and enhanced at The Grey Coat Hospital.

1. Parents cannot be charged for school visits which take place wholly within school time or are for the purpose of the National Curriculum or prescribed public examinations. Parents may be asked for a voluntary contribution for part, all or more than the cost per pupil. Parents need to know that they are under no obligation to contribute and if they decide not to do so, their child will not be treated differently from those whose parents do contribute. Parents may always exclude their child from a trip if they so wish and thereby avoid all costs. The school will inform parents that the visits may be cancelled if there is insufficient financial support.
2. Parents who are in receipt certain benefits will be exempt from paying the cost of board and lodging for residential visits. These may include, Universal credit in prescribed circumstances; Income Support; Income Based Jobseekers Allowance; Support under part VI of the Immigration and Asylum Act 1999; Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190.
3. Parents on Widowed Mothers' Allowance or Invalidity Benefit may also receive remission of charges from the Governors now but this is beyond the requirement of the Act, and they may be charged the full cost of board and lodgings and asked for a voluntary contribution for the rest.
4. It is permissible to charge parents for all board and lodging costs for school journeys undertaken in school time with the exception of those parents mentioned above where the Governors and the school may assist parents with the costs.
5. Trips taken out of school hours in holidays or at weekends are deemed 'optional extras' and participation is based on parents' choice and their willingness to meet such charges as are made. The full cost of the trip should be made clear to parents. The Governors or the school may assist families in certain situations.

6. Charges will be made when and where appropriate for individual music tuition (including vocal tuition), for the cost of the staff, the sheet music and the hire and insurance of musical instruments.

7. Parents will be charged re-sit fees in accordance with the DfE 'charging for school activities'. Parents will be charged for Enquiries About Results (rechecking of the results) when requested by the parent, and for Access to Scripts (ordering the return of a pupil's exam answer paper).

8. The school will refund any excess costs over normal daily travel for travelling to work experience, if so requested by parents.

9. It is at the Headteacher's discretion whether a parent will be asked for a contribution towards the cost of damaged, or lost equipment caused by a pupil's behaviour.