



# **SCHOOL OPERATING POLICY**



## **CHARGING FOR SCHOOL ACTIVITIES**

**May 2021**

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## 1.0 Purpose

1.1 This sets out the Governing Body's agreed policy on charging for school activities.

## 2.0 Scope

2.1 The policy applies to all school activities whether in or outside of normal school hours and to all students.

## 3.0 Responsibility

3.1 The implementation and maintenance of this policy is the responsibility of the Headteacher and Governors.

3.2 All staff are required to fully engage with the policy and its implications.

## 4.0 Policy

### 4.1. General principle:

**The school is committed to providing a free education for all.**

4.1.2 However, not all educational activities which pupils undertake at Kelvin are fully funded by the government or local education authority: these activities include, in particular, instrumental teaching in music, provision of materials in Art, Design and technology, and school trips. Parents may therefore be asked to contribute towards the cost of these activities, but we recognise that not all parents will be able to contribute fully. **The school will do its best to ensure that no child is prevented from taking part where a parent is unable to contribute.**

4.1.3 In applying the general principle, we will take into account:

Eligibility for free school meals shows that parents are unable to contribute.

Parents who are unable to contribute but whose children do not qualify for FSM may contact the Head Teacher, who has discretion in the circumstances and in the light of the budget, to waive some or all of any requested contribution.

Contributions requested may be set slightly higher than the actual unit cost, to spread the cost of parents unable to contribute.

The school has limited funds, within a budget set by governors and reviewed annually, to make up any shortfall.

If, despite these measures, any shortfall cannot be met, consideration may have to be given to cancelling the activity rather than exclude pupils on cost grounds.

4.1.4 Where the primary purpose of an activity is leisure rather than education (for example, a skiing trip as opposed to a language trip), all parents may be asked to contribute the full cost; in exceptional cases, the head may exercise discretion.

4.1.5 Parents must be informed of these principles whenever they are asked about contributions: at the least they should be told:

No child should be excluded because parents cannot afford the contribution.

Children who receive free school meals need not pay; other parents who have difficulty in making the contribution should contact the Head. A copy of the school's charging policy is available on request.

#### 4.2 **Visits & Activities: During school hours**

4.2.1 Visits and activities arranged during school hours are "optional extras".

4.2.2 Voluntary contributions are required to finance the activity.

4.2.3 The school's general principle as set out in 4.1 will apply

#### 4.3 **Visits & Activities: Outside school hours**

4.3.1 Some visits and activities will take place mainly or wholly outside school hours and participation is a matter of choice.

4.3.2 Charging would be necessary to cover the cost of transport, board and lodgings, additional insurance, entrance fees & materials.

4.3.3 The school's general principles as set out in 4.1 will apply

#### 4.4 **Fee Setting Paper**

4.4.1 The schools fee setting paper is reviewed annually.

4.4.2 The current paper is attached as an annexe.

#### 4.5 **Evaluation**

4.5.1 This policy which evaluated by monitoring the numbers of student engaged in each activity & particularly the participation of students entitled to free school meals.

#### 4.6 **Consultation**

4.6.1 This policy is approved by the Governing Body.

4.6.2 It will be reviewed on an annual basis.

### **Annexe A**

#### **Fee Setting Policy**

##### 1. **Music Tuition**

Music Tuition charges are £50 per term

##### **Rationale (based on 2019/20)**

- Music Service charge to school (1706.4hrs) £59920





<b>Black Embroidered Rain Jacket</b>								
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**Optional**

<b>Falcon</b>	<b>£3.99</b>	<b>£5.50</b>
<b>Shoe Size</b>	<b>1-6</b>	<b>6-11</b>
<b>Black Sports Socks</b>		

**Commission**

APC offer an on-line service and free delivery to school. A free returns service is also offered by the school to assist parents/guardians. Any profit received by the school is used to contribute to cases of hardship where clothing is provided to pupils.

**3. Other areas**

Revision Guides are sold to pupils at a range of prices between £2.00 and £5.00.

Some faculties sell specialist equipment such as scientific calculators in Maths. These are sold at cost price.

The school has supplies of pens, pencils, rulers which are sold to students on a similar basis to school dress (ie. small profit is used to provide equipment at no cost for some students).

Locker keys require a deposit of £3.00. This is reimbursed when the locker key is handed back at the end of Year 11.

The initial lunch card is free of charge. Replacement lunch cards are charged at £2.00 per card.

The initial School Planner is free of charge. Replacement planners are charged at £5.00.

The initial Lanyard and Card Holder are free of charge. Replacements are charged at £1.00.

Student Stationery (a pack with a Pen, Pencil and Ruler) is charged at £0.25.

No students are disadvantaged because parents are unable to contribute.