

INTRODUCTION

The Education Reform Act 1988 sets out activities which schools may make a charge for and those activities where charges may not be made. Activities in school time that are linked to the curriculum or public examinations (with the exception of charges for board and lodging on residential trips) must be provided free of charge. The school may invite voluntary contributions for certain activities however it is recognised that many activities would not take place if insufficient voluntary contributions are received. However, in accordance with equalities legislation, the principle remains that no individual pupil should be excluded from an activity in school time by the parents' inability to pay or for any other discriminatory reason.

AIM

The Governing body of King Richard School recognises that the quality of education on offer at the school can be much enhanced by the addition of trips and activities and this policy aims to outline the responsibilities of the school and parents/carers for the funding of these trips and activities.

SCOPE

This policy applies to all trips and activities that are organised by and the responsibility of the school. In determining how these trips and activities will be charged it is important to define whether the trip or activity takes place within or outside of school hours. For events that take place partly during and partly outside school hours, the following definitions apply:

- Where more than 50% of the time of a non-residential activity falls within school hours, the activity is defined as being within school hours. ie: a day trip to Chesil Beach leaving at 8.00 am and returning at 7.30 pm would be "inside school hours"; a trip to a London theatre leaving at 2.00 pm returning at 11.00 p.m. would be "outside school hours";
- For residential activities the calculation is based on the number of half-day sessions which are inside or outside school hours ie: a trip that started on Wednesday morning and finished late on Sunday would be "inside school hours" - 6 school sessions, 4 out of school sessions.

RESPONSIBILITIES

Parents/Carers:

Parents/carers are expected to cover the costs of equipping their child for school with uniform, pens and stationery as required. They are also responsible for the voluntary contributions (see below) that may be asked for from time to time to support various activities and trips. In addition parents and carers should be mindful of the following charges during their child's time at the school:

Responsibility:	Director of Resources
Review Period:	Bi-annual
Last Review:	June 2016
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- a) If a locker is required then a one-off payment, currently set at £10, is payable to fund the rental of a locker, with a £5 refund payable on exiting the school as long as the locker has been cleared and the key is not lost. Lost locker keys will be charged according to replacement costs;
- b) The cost of issuing the first tie on arrival at the school, a second tie at the start of Year 11 and annual homework planners will be met by the school;
- c) Replacement ties will be charged at £2.95 for Years 7-10 and £3.10 for Year 11 ties;
- d) Replacement planners will be charged at £1.25;
- e) Board and lodging on residential visits will normally be met by parents/guardians;
- f) Activities taking place "outside school hours" (unless this is part of a syllabus for a prescribed Public Examination or the National Curriculum);
- g) Cost of materials, e.g. for Design Technology, when parents have stated their wish that the finished article be taken home;
- h) Extra-curricular music lessons are offered free of charge;
- i) Fees for public examinations when the pupil has failed to complete the examination requirement without good reason;
- j) Fees for re-sitting public examinations where the pupil has met their target grade. This will also include the fees for appealing an exam grade where the target grade has been met and the school does not wish to pursue an appeal;
- k) Cost of replacing items lost, damaged or defaced.

Items A to G may be offset against pupil premium funding.

King Richard School:

The school is responsible for determining whether a voluntary contribution needs to be requested for the trips and activities it organises. This decision will be made by the finance team in conjunction with the trip organiser. In the case of activities taking place during school hours, such as the majority of our trips and visits, voluntary contributions will be requested. There is no obligation for parents to contribute and no pupils will be excluded on the grounds of the parents' inability to pay. However, it must be reiterated that many activities may not take place if there are insufficient voluntary contributions to cover costs.

The school is also responsible for determining when to remit the costs incurred by a trip or activity in order to ensure a student can participate. It may be appropriate to do so when a family faces difficult financial circumstances, for example living on benefits, and parents are invited to apply to the Headteacher (in writing) in confidence for remission of charges in part or in full. The Headteacher has the authority to agree to such remissions within the constraints of the school budget and being mindful of the budget, the aim of the trip and the circumstances of the family involved.

Governors are responsible for ensuring this policy is applied consistently and fairly and for reviewing the policy every two years.

MONITORING and REVIEW

This policy will be reviewed every two years by the Finance and Resources Committee of the Full Governing Body. Due regard will always be paid during this review to equalities legislation and the school's equalities objectives.

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