

# Brentwood Ursuline Convent High School Policy



## Charging

Authorised by Resolution of the Governing Body of the Brentwood Ursuline Convent High School

Date: 11<sup>th</sup> May 2022

Signature: .....

Effective date of the policy: 11<sup>th</sup> May 2022

Review date of policy: May 2025

**This policy is written in the light of the school mission statement.**

The main guidance in these matters is the Education Act 1996 and the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999, the Education Act 2002 and the Educations and Skills Act 2008. The Governing Body endorses the guiding principles contained in the aforementioned Acts and Regulations, in particular, that no student should be denied access to the curriculum as a direct result of a charge being levied.

### AIMS

- To make a broad programme of trips and activities accessible to as many students as possible.
- To establish and maintain a fair and coherent system of charges within the constraints of the School Budget.

### PRACTICE

Charges will not normally be made for any activities which form part of a prescribed examination syllabus or are in fulfilment of National Curriculum requirements. In practical subjects, parents may be asked for the full or partial cost of material or ingredients where these are to be taken home for the enjoyment of the student and her family.

Activities which are wholly or mainly within School hours should not normally be chargeable

Voluntary contributions may be invited for all trips including some which take place mainly within School hours. No student may be excluded because of inability to pay, but the School is entitled to cancel the trip if the level of contributions does not meet its budgetary

requirements. All school trips will be non profit making but will be priced to cover all anticipated expenses. Refunds over £10 per student will be made where applicable and under this amount on request from the parent. Where the costs of a trip have been under estimated, the costs will be absorbed by the school, and not by making a surcharge against parents.

The cost of examination entries for subjects taught within the School will normally be met by the School. In cases where candidates failed to meet the School's entry criteria, but still wish to be entered, parents may be asked to pay entry fees, returnable on the achievement of specified grades in those subjects. Students re-sitting modular examinations may be asked to pay the entry fee.

In all cases where charges are to be levied, parents must be advised in advance and monies collected prior to the activity.

Requests from families in a position of genuine financial hardship for help with charges will be viewed sympathetically, but will require proof of income support.