



Homewood School & Sixth Form Centre

LEARNING • RESPECT • BELONGING



# CHARGING POLICY

**Date Approved by Governors  
8<sup>th</sup> April 2019**

# **HOMEWOOD SCHOOL & SIXTH FORM CENTRE**

## **Charging Policy**

This policy will be reviewed annually

**DATE OF POLICY: APRIL 2019**

**DATE OF REVIEW: APRIL 2020**

**Member of staff responsible for Policy:**

**The Principal & School Business Manager**

**Signed..... Principal**

**Signed..... Chair of Governors**

## **HOMEWOOD SCHOOL & SIXTH FORM CENTRE**

### **Charging and Remissions Policy**

#### **Introduction**

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.50am until 3.30pm Mon/Tue/Thu/Fri.

8.50am until 2.15pm Wed

This policy complements the school's Equality Policy, Curriculum Policy and Financial Procedures Manual.

The Principal will during the school day ensure that all activities that are a necessary part of the curriculum will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

#### **It is however the policy of the Governing Body:**

- To levy the appropriate charge to parents for all board and lodging requirements on residential visits.
- To levy charges for activities wholly or mainly outside of school hours where appropriate.
- To ensure that on occasions where charges may be levied, no student is disadvantaged solely by their inability to pay.
- To request voluntary contributions from parents for school activities in school time which can only run if there is sufficient voluntary funding, whilst ensuring that no student is debarred solely by the inability or unwillingness of parents to pay.
- To require parents to pay for damage or loss of school property for which their children are responsible where reimbursement is appropriate.
- To levy charges for students entering examinations where the school has not prepared students on that examination year (external candidates).
- To require parents to repay entry fees for examinations where the candidate has not attended for papers, or completed essential coursework without good cause.
- To require parents to pay for students to re-sit examinations.
- To submit to the Principal or Chair of Governors any issue which may require a particular decision over the implementation of the policy in any particular circumstance.
- To leave to the Principals' discretion the proportion of the costs of an activity which can be properly charged to public or non-public funds.
- To charge students travel expenses for Work Experience.

#### **Policy Review**

This policy will be reviewed by the Governing Body every year.