

**ST BARTHOLOMEW'S SCHOOL**  
**POLICY ON CHARGING FOR SCHOOL ACTIVITIES**

**Approved by the Governors' Co-ordinating Committee, Autumn 2014**  
**To be approved by the Full Governing Body, Autumn 2014**  
**To be reviewed Autumn 2017**

**PURPOSE**

To ensure that the School treats students equitably and in accordance with the law.

**GUIDANCE**

Under Education Legislation, no charge may be made for activities which occur within school hours, or when 50% or more of the period spent on the activity occurs in school hours

There are the following exceptions:

- Part of the cost of field work associated with school examinations
- Examination fees for re-takes undertaken without preparation by the school and repeat entries eg. when a student is taking an exam or module for the second or subsequent time.

There will be remission of these charges for students whose parents are in receipt of family credit or income support.

It will be possible, however, for activities taking place in whole or in part within school hours to be financed by voluntary contributions. This is the way the School has financed a wide range of activities which the Governors consider valuable for students' education, and it is their hope that parents will continue to support these activities. No student whose parents have not made a contribution for a particular activity will be disadvantaged, but this does mean that unless the majority is willing to make contributions, the activity cannot take place.

**The School**

Governors reserve the right to ask parents to contribute to the cost of breakage, loss or damage to books, equipment, etc other than normal wear and tear.

Where parents indicate in advance that they wish to own the finished product of a practical activity, for example in Design Technology, they may be asked to provide or pay for the materials.

No student will be disadvantaged if a parent cannot contribute in this way.

Parents who have any questions about charging for school activities are asked to contact the Headteacher.

**IMPLEMENTATION**

The policy will be implemented by working through:

- The Academic Board – for field work;
- Examination Officer – for exam resits, etc.

The Finance Manager will ensure that appropriate charges are levied.

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Signed by Chair

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Date