

CHARGING POLICY

1. Principles

The purpose of this policy is to ensure that the College makes charges in accordance with Sections 449-462 of the Education Act 1996.

2. Procedures

The College day consists of two sessions: 0850 to 1245 and 1340 to 1520.

During the College day all activities that are a necessary part of the National Curriculum are provided free of charge. This includes any materials, equipment and transport to take students between the College and the activity. A charge may be made in subjects such as Technology if a student wishes to take the articles made home. It excludes charges made for teaching an individual or groups to play a musical instrument.

There is no charge or entry fee for any activity that is an essential part of the syllabus for an approved examination unless:

- The student was not prepared for examination at this College;
- A student fails without good reason to complete the requirements of any public examination

(See Examinations Policy)

3. Voluntary contributions may be sought for activities during the College day which entail additional costs (e.g. field trips). A student is not prevented from participating because parents cannot or will not make a contribution. If insufficient funds are available the activity may be curtailed or cancelled.

3.1 *Optional activities outside of the College day*

The College may charge for optional, extra activities provided outside of the College day, e.g. football club, theatre visits.

3.2 *Education partly during the College day*

If a non-residential activity happens partly inside the College day and partly outside of it, there is a voluntary charge if most of the time to be spent on the activity falls within the College day. Conversely, if the bigger proportion of time spent falls outside of the normal College day, charges may be made.

3.3 *Residential*

Charges are made for board and lodging.

3.4 *Calculating charges*

When charges are made for any activity, whether during or outside of the College day, they are based on the actual costs incurred, divided by the total number of students participating.

3.6 *Financial Assistance*

Students whose parents are in receipt of eligible benefits may apply for financial relief up to a maximum of £500 from the Grant Aid and MacDonalds Fund.

- Free School Meals
- Receipt of full Working Tax Credit
- Any other evidence of financial hardship

3.7 *Freedom of Information Act 2000*

The College reserves the right in accordance with the Act to charge a fee for complying with a request for information, in accordance with the levels defined in the Act.

4. Review of Policy

This policy is reviewed annually by the Strategy & Finance Committee of the Governing Body.

**Ratified by the Strategy & Finance Committee
25th March 2013**