

## Pol47 – Charging Policy



### **Introduction:**

This policy sets out the principles which the school will operate charges.

Olive Secondary School recognises the valuable contribution that the wide range of additional activities can make towards pupils' education. The School aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However, the School reserves the right to make a charge in the following circumstances for activities organised by the school.

### **Charging for visits**

The group leader should always ensure that parents are notified as early as possible as to:

- the total cost of the visit;
- how much each parent will need to pay towards the cost of the visit;
- how much spending/pocket money pupils will reasonably need;

Early notification of the above is important as this allows parents to make financial preparations.

Those trips in normal school hours which are termed 'educational' are compulsory and are considered as a normal school day and all students must attend.

### **Outside of Normal School Hours/Optional Extras**

The Headteacher will charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours,
- does not form part of the National Curriculum or the statutory requirements for religious education;
- is not part of a syllabus towards a Prescribed Public Examination.

The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing.

Parental permission should be obtained as follows:

i) Sample Parental Declaration. Parents sign a declaration which contains, e.g. I understand:

- that if insufficient numbers of pupils opt for the visit then the visit may have to be cancelled.
- that my child cannot attend this 'optional extra' visit if full payment is not made by myself/ourselves.

### **Transport in a minibus**

If any payment is requested/made towards the cost of passengers being carried in a minibus then a public service vehicle (PSV) licence is required. There are two types of PSV:

- restricted (for up to two vehicles);
- standard national (more than two vehicles).

### **Entertainment**

The school will arrange entertainment for the students to reward them for their hard work. This could be in the form of trips or making arrangements in school. These will be charged by the school but are optional. However, when there are insufficient contributions to make an activity possible, it will be cancelled.

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### **Textbooks and resources**

When the student joins or starts a new programme of study then the relevant textbooks will have to be purchased by the student. The student will be given three weeks to source the items themselves and will be required to obtain them in that time period. Otherwise the school will source them. In most cases the school purchases can save the students money. Those who do not wish to source them can ask the school to purchase them.

### **Ingredients/materials/equipment (in kind)**

The School charges for ingredients, materials or equipment (or the provision of them by parents). This is directly relevant for the cost of materials/ingredients for the following subjects: Food Technology, Science, Art/Craft.

### **Broken equipment/Damage to property**

The School will charge students and their parents to contribute towards the cost of replacement items or repairs where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

### **The Freedom of Information Act and charging**

Members of the public have a statutory right to ask for information under the Freedom of Information Act. Naturally, no charge is made by the School for information sourced from the School's Website – which is very comprehensive.

For parents of present or prospective pupils (including parents who wish information to help them decide if they wish their child to attend the School), single copies of all relevant and available information are provided free of charge. However, should a request for information involve a large amount of non-standard paperwork or duplication, the School reserves the right to charge per sheet to cover duplication and administrative costs. When a member of the general public or a member of a professional body requests the information, then the standard charge will be made to cover duplication, postage and administrative costs. In all cases where a cost is to be levied the purchaser will be informed of the cost and requested to pay the correct amount in advance, (by cash paid or cheque) before the work is undertaken.

### **Examinations**

The School charges entry fees for examinations these include resits and remarks.