**[Charging Policy](http://hollylodge.liverpool.sch.uk/policies/school-policies-2/charging-policy" \o "Permalink to Charging Policy)**

The Governors of the school have adopted the LEA’s charging policy.

**Activities for which charges cannot be made:**

1           No charge can be made by the local education authority or a school governing body for

the following activities :-

1.1        in connection with the admission of a pupil;

1.2        for any activity that takes place in school hours (except music tuition where the tuition is provided either individually or to a group of no more than four pupils, provided that it does not form part of a syllabus or is not provided as part of the national curriculum);

*All the Music tuition at Holly Lodge, for which charges are made, takes place out of school hours as part of the Community Arts programme.*

1.3        for materials, books, instruments or other equipment (excluding clothing)

for use in connection with education provided during school hours or education provided out of  school hours which is required as part of a syllabus for a prescribed public examination or in order to fulfil statutory requirements relating to the national curriculum or religious education;

1.4        for transport:

1.4.1.     between parts of a school’s premises ; or

1.4.2.    between a school and any other place where arrangements have been made for education to be provided for pupils which is incidental to education provided during school hours e.g. swimming baths: or

1.4.3          out of school hours for the purpose of enabling a pupil to meet any requirements of a syllabus

for a prescribed public examination for which he/she has been prepared by the school; or

1.4.4.    for the purpose of enabling a pupil prescribed public examination;

1.5        for ingredients and/or materials required for practical subjects unless parents have

indicated in  advance that they wish own the finished product;

1.6        for education provided out of school hours where it is required as part of a syllabus for a prescribed public examination or provided  specifically to fulfil statutory duties relating to the national curriculum or religious education;

1.7                for entry fees for any first attempt at a prescribed public examination in any syllabus for which the pupil has been prepared by the school, with the proviso that where the preparation provided by the school would enable a pupil to take two or more examinations in the same subject, a charge may be made for the pupil’s entry to the second and subsequent examinations.

1.8                In KS5, the first four re-sits, over the period of time that a student is in VI form, will be paid for by the school.

*The school will pay the fee for the examination entry and one re-sit on any modular course. Students will be charged for subsequent re-sit fees.*

**2       Charges can be made for the following activities :-**

2.1        for the costs of any education outside of school hours which does not fall into the categories outlined in 1.6 of this document, with the prior agreement of parents. (i.e. optional extras outside of school time). Such charges, which must not exceed the cost of the provision may include travel, board and lodging, materials, books, equipment, instruments and the cost of any staff engaged for such services:

2.2       for board and lodgings in all cases where a school activity involves pupils in residing away from home, subject to;

2.2.1    the charges  not exceeding the cost of board and lodging: **and**

2.2.2.  with the proviso that where such a trip takes place in school hours or where pupils are required to participate because it forms part of the syllabus  for a prescribed public examination or in order to fulfil statutory requirements relating to the national curriculum or religious education such charges cannot be made for those families where income support or family credit is received;

*Trips organised for the wider educational experiences of the pupils which are not part of an examination syllabus nor essential for the National Curriculum are able to take place providing  sufficient  voluntary contributions are received from parents.*

*In special circumstances for families where there is severe financial hardship the school may subsidise costs for students.*

2.3      for the examination fees for pupils’ entry, with their parents’ agreement, to prescribed public examinations for which the pupils have not been prepared at the school;

2.4       for the examination fees for pupils’ entry, with their parents’ agreement, to public examinations which are not prescribed examinations, plus, where pupils have been prepared for such examinations out of school hours, additional charges ( which should not exceed the actual costs incurred). These should not include teaching staff costs unless the staff concerned have been specifically engaged under contracts of service for the purpose of preparing pupils for the examinations;

2.5       for the recovery of the examination entry fees that have been paid in respect of a pupil’s entry to any public examination where the pupil fails, without good reason to complete the examination requirements;

*It is the school’s policy that all pupils are entitled to be entered for external certification in any subject for which they are studying providing they are adequately prepared. The entry fees will be paid for by the school. However, the school will not pay for the entry of students who fall short of examination requirements. In such cases,  if parents insist on entry contrary to the school’s advice, they* *will be required  to pay for the examination entry fees.*

2.6       for music tuition where the tuition is provided either individually or in a group of no more than four pupils whether during or outside of school hours which does not form part of the syllabus for a prescribed public examination or in order to fulfil statutory requirements relating to the national curriculum or religious education, provided prior agreement has been obtained from the pupils’ parents to the charges ( which may include the cost of teaching staff);

2.7      for ingredients or materials for practical subjects provided that the pupil’s parent has

indicated in advance that they wish to own the finished product.

**3       Summary**

3.1        charges cannot not be made for the following :-

3.1.1.     admission to the school;(1.1)

3.1.2     any activity taking place during school hours (other than some music tuition); (1.2)

3.1.3.    materials, books, instruments required for education; ( 1.3)

3.1.4.    transport, (1.4)

i)   between premises;

ii) between school and other places where education is provided;

iii) education provided out of school hours as part of a syllabus and or exam;

iv) to an examination

3.1.5.    materials/ ingredients unless parents wish to own the finished product; (1.5)

3.1.6     education out of school hours which is part of a syllabus or statutory obligation; (1.6)

3.1.7     entry fees for the first attempt at an examination. (1.7)

**3.2    charges can be made for the following:-**

3.2.1     education outside of school hours except para. 3.1.6. above; (2.1)

3.2.2     board and lodging; (2.2)

3.2.3     entry fees for examinations where the pupil has not been prepared by the school; (2.3)

3.2.4.    entry fees for examination where the pupil is not sitting a prescribed examination ; (2.4)

3.2.5     entry fees for examinations where the pupil fails to complete certain examination

requirements; (2.5)

3.2.6.    music tuition if not part of a syllabus or national curriculum; (2.6)

3.2.7.    materials/ingredients where parents wish to own the finished product. (2.7)

**4       Some Definitions**

4.1        School Hours : Defined as when school is actually in session (excluding lunch break). Any activity is in school hours if 50% or more of it (including travelling time ) takes place within school hours.

4.2       Residential Activity:  Defined as an activity that requires the pupil to spend one or more nights away from home. In these circumstances the two school sessions are deemed to be i) midnight to noon, and ii) noon to midnight.

The activity is thus in school hours if the number of sessions is 50% or more of the number of half days involved. (a half day is six or more hours – including travelling time – out of one school session).

e.g. Wed noon to Sun 9 p.m. = 9 half days including 5 school sessions = in school activity

Thur noon to Sun 9 p.m. = 7 half days including 3 school sessions = out of school

activity.

**4.3    Non Residential Activities outside of school hours**

**Definition**

Activities e.g. school trips, which do not form part of a syllabus for a public examination for which a pupil is being prepared by a school or which does not  relate to the national curriculum or religious education.

**Charges**

Charges should be equivalent to the cost of the activity and should include:-

4.3.1.    pupils travelling expenses

4.3.2.    cost of any refreshments provided by the school for the pupil;

4.3.3. teaching staff costs ( including travelling expenses ) where a teacher or instructor is specifically engaged to provide the activity;

4.3.4. any other incident expenses such as other staffing costs and costs of materials, books, instruments or other equipment required.

**4.4    Residential Activities outside of school hours**

**Definition**

Activities which require pupils to spend one or more nights away from their normal overnight accommodation, which do not form part of a syllabus for a public examination for which a pupil is being prepared by a school or which does not relate to the national curriculum or religious education.

**Charges**

Charges should be equivalent to the cost of the activity and should include :-

4.4.1     pupils travelling expenses;

4.4.2   cost of board and lodging;

4.4.3   teaching staff costs ( including travelling expenses ) where a teacher or instructor is specifically engaged to provide the activity;

4.4.4   any other incident expenses such as other staffing costs and costs of materials, books, instruments or other equipment required.

**4.5** **Residential activities during school hours or outside school hours**

**Definition**

Activities which require pupils to spend one or more nights away from their normal overnight accommodation during school hours, or outside of school hours which are related to a public examination for which the pupil is being prepared by the school, the national curriculum or religious education.

**Charges**

Charges should be limited to the cost of board and lodging. No charge should be made for any pupil whose parents receive Income Support, Family Credit.

**4.6    Examination Fees**

**4.6.1. Definition**

The fee payable for the entry of any pupil, with their parent’s agreement, to a particular syllabus for a public examination, where the pupil has been entered by the governing body, of their school, for another public examination in a corresponding syllabus and the same course of study is provided at the school.

**Charges**

Charges should be limited to the cost of the examination fee.

**4.6.2  Definition**

The fee that has been paid, or the fee which the LEA or school governing body is liable to pay, for entry of a pupil to a public examination in those cases where the pupil fails, without good reason, to meet an examination requirement that determines his or her achievements in that examination. This includes failure to sit the final examination or failure to complete the course work.

**Charges**

Charges should be limited to the cost of the examination fee. The whole charge will be remitted if the pupil is regarded by the LEA or governing body, as appropriate, as having good reason for the failure after taking the following into account;-

4.6.2.1.         personal illness verified by a medical certificate;

4.6.2.2.      Parents have not been notified in writing by the Governing Body of the pupil’s entry to the examination;

4.6.2.3         on balance and in light of all relevant information, the LEA or Governing Body

consider the reasons given by the pupil is acceptable.

**4.7    Materials and or Ingredients for Practical Subjects**

**Definition**

Materials or ingredients required for practical subjects where pupil’s parents have indicated in advance that they wish to own the completed product.

**Charges**

Charges should be the equivalent to the cost of the materials or ingredients.