



SACRED HEART

Charging for School Activities Policy

Guidelines

The school will not charge for books; materials, equipment, tuition, or any other associated costs for education provided as a compulsory part of the national curriculum, or as an essential part of the syllabus for prescribed public examinations.

Governors reserve the right to invite parents/guardians to make voluntary contributions for activities that take place either inside or outside school hours except where responsibility for provision falls upon the LEA.

- In all cases where voluntary contributions are invited, it will be made clear to parents/guardians what level of contribution would be necessary to enable the activity to take place.
- No student will be prevented from taking part in any activity because her parents/guardians were unable or unwilling to contribute, but it is possible that some activities will be unable to run if parents/guardians do not contribute.

Governors reserve the right to remit charges for any activity and for any student where individual circumstances make this desirable, within budget limitations.

Public Examinations

- No charge will be levied for prescribed examinations where a student has been prepared by the school, except in the case of entry against the advice of the school
- The fees and other associated costs of entering a student for a public examination that are not a requirement of the school's curriculum and the costs of preparing a student for such an examination outside school hours will be passed on in full to the parents/guardians
- The school will pay the fees for non-prescribed public examinations where they reflect existing curriculum policy, e.g. entry-level units
- When a student wishes to enter for public examination for which the school has not prepared her, the cost of entering will fall to the parents/guardians
- Where the school has not assisted a student in further preparation for the resits of prescribed public examinations, or when a student wishes to take a resit against the advice of the school, the fees and other associated costs will be passed on in full to the parents/guardians
- Where a parent/guardian requests a revision of an examination result, the parent/guardian is liable for any charge made by the examination board
- No student will be entered for a public examination, in any subject, in which she is predicted to obtain an unclassified grade
- If a student fails without good reason to complete examination requirements, the parents/guardians will be charged for the full entry fee
- A student will be deemed to have good reason, when failure to comply with requirements is due to illness, mental, or physical incapacity
- A student will be deemed to be without good reason if she fails to meet examination requirements because of unjustified absence or negligence
- Charges for examination fees may be remitted at the discretion of the Head Teacher, acting on behalf of the Governors, where a student fails to comply with examination requirements due to illness, mental or physical incapacity, or in circumstances deemed to be beyond a student's or parent's/guardian's control, or in the case of extreme financial hardship.

Musical activities

- An appropriate charge will be made to a student receiving individual or group tuition for a nonprescribed public examination or for activities that are additional to the National Curriculum
- An appropriate charge will be made for the maintenance of a musical instrument hired free of charge by students
- Most instrumental lessons are organised as a separate personal contract between the parent/guardian and the peripatetic teacher and fees are paid directly

Field trips and visits

- No charge will be made for field trips and visits that are **an essential part** of a subject syllabus, whether or not such trips take place in school time

Sports activities

- No charge will be made for approved sports activities organised by the school in school hours and which are part of the compulsory curriculum
- Governors undertake to pay from the school's delegated budget the costs of entry fees and travel to and from matches
- A charge may be made to cover the cost of additional optional activities within or beyond the school day

Materials, ingredients, equipment etc. needed for practical subjects

- No charge will be made for these, except where parents/guardians have indicated in advance a wish to own the finished product

Optional extras

- Charges will be made for activities or equipment which are optional but which enhance students learning: for example memory pens and revision guides
- No individual student will be charged for internet use during school curricular time, or when a student is attending an extra-curricular club organised by the school.

School visits

- Appropriate charges will be passed on to students taking part in activities which take place to enrich learning and which are not compulsory in the curriculum. However, all letters should state the voluntary nature of required contributions.
- It is not normally the policy of the Governors to give permission for school holidays to take place during school hours. These are deemed to be optional extras and the costs will be met in

full by the parents/guardians of those students taking part. The Governors are therefore not liable to incur any charges

- Costs in respect of activities arranged by a third party (e.g. tour operators) will be levied irrespective of whether or not the activity takes place during or outside school hours

Activities outside school hours

- Appropriate charges will be passed on to students taking part in activities, that take place wholly or mainly out of school hours and, which are not part of a compulsory course

Breakages and fines

- Students will not be liable for the cost of repairs to windows, fittings or furniture, if it can be shown that damage was unavoidable and accidental
- Students will be liable for the cost of repairs where it is established that damage has been caused by neglectful, careless, wilful behaviour or deliberate vandalism
- The cost of replacement of any books or stationery wilfully damaged, lost or stolen will be charged to the parents/guardians of any student who is shown to be responsible
- The theft or damage of the school's property is a matter between the school and the parents/guardians of the student concerned. The theft or damage of the property of one student by another student is a matter resolved by the parents of the students concerned. In such circumstances, the school may act as mediator while reserving the right to take whatever measures of a disciplinary nature deemed appropriate for the maintenance of good order and discipline

Other

- Costs incurred through wasted examination fees, optional extras to which parents/guardians had agreed, visits, breakages and fines incurred by students shall be recoverable as a civil debt.

Parents'/Guardians' Right of Complaint

Under Section 23 of the Education Reform Act 1988, parents/guardians have the right to take a complaint about any matter related to curriculum or collective worship to the Governing Body. At the school Governors require all complaints to be addressed first to the Head Teacher, who has the responsibility to deal with them and advise the Governors and parents/guardians appropriately.