

CHARGING POLICY

It is the policy of the Governing Body:

1. Activities

To ask parents for a voluntary contribution towards the cost of transport, admission and incidental charges for any activity which takes place during college hours. The viability or otherwise of the activity will be assessed on the level of voluntary contributions and the financial resources available to the college. Where it is impossible to make up any shortfall from college funds, the activity will be cancelled.

Where an activity involves students in a stay of one or more nights away from home, the Governors, as is their right under the Education Reform Act 1988, will levy a charge for board and lodging that will not exceed the actual cost of provision. Where the activity takes place wholly or mainly during college hours, students who are entitled to Free School Meals will be entitled to a remission of the charge. A similar entitlement will apply where the activity takes place outside of college hours but is necessary as part of the National Curriculum.

2. Music Tuition

To make a charge for Peripatetic Music Tuition to students except for those students who are entitled to Free School Meals. This must be reviewed annually in the light of financial resources available to the college and the numbers of children wishing to participate.

Agreed charge: £20 per student per term

Charge to be made via letters to parents requesting a contribution to music tuition costs.

3. Examinations

To charge a student the exam entry fee cost where he/she fails without good reason to complete the requirements of any public examination where college has paid the fee, including non-attendance of any papers required for examinations.

4. Lettings

To make a charge according to an approved scale of charges (see below) for hire of any part of college premises.

		Mon - Fri		Sat - Sun
		Full Pitch Per Hour £	Half-Pitch Per Hour £	Full Per Hour £
Sports Hall	Adults	50.00		65.00
	Juniors	25.00		30.00
AWP	Adults	55.00	30.00	70.00
	Juniors	32.50	16.25	35.00
MUGA	Adults	50.00		65.00
	Juniors	25.00		30.00
Grass Pitches	Adults	55.00		70.00
	Juniors	32.50		35.00
Fitness Suite		By prior arrangement		
Conference Facilities		By prior arrangement		

5. To ensure that, on occasions when charges may be levied, no student is disadvantaged solely by their inability to pay.
6. To leave to the Headteacher's discretion the proportion of the costs of an activity which can properly be charged to public or voluntary funds.
7. To require parents to pay for damage to college property for which their children are responsible where reimbursement is appropriate.
8. To raise invoices for services provided for hire of premises and private photocopying, through the Accounts Receivable Module of the Finance 6 software.
9. To review charges for use of the photocopier annually.
10. To ensure good practice is followed and all monies received by the college will be receipted by the Bursar and banked as soon as practicable. The college will follow Government regulations and will charge VAT as appropriate.

This policy and all related charges will be reviewed annually.

Last Reviewed: September 2016