



BYRCHALL HIGH SCHOOL

Charging Checklist

Any charge made must conform to this checklist: -

- ❖ The activity is deemed “not to be in school hours”;
- ❖ The activity is not to meet the requirements of a prescribed public examination;
- ❖ The activity is not to fulfil statutory duties relating to the National Curriculum or Religious Education.
- ❖ The charge conforms to the charging and remissions policy of the LA or governing body.
- ❖ The cost may be made up of the following only:
 - a student’s travel costs;
 - a student’s board and lodging costs;
 - materials, books, instruments and other equipment
 - non-teaching staff costs;
 - teaching staff costs – travel, board and lodging – where a tutor has been engaged specifically for the activity.
- ❖ The student’s parents have agreed to the charge in advance.

Charges may be made for the following items only and must conform to the checklist: -

- ❖ Educational visits where less than 50% of the visit takes place in school hours (non-residential).
 - School Journeys (residential) – Board and lodging charges will be made. Where the journey is deemed “in school hours”;
 - where the journey is provided to fulfil syllabus requirements for prescribed examinations or statutory duties relating to the National Curriculum or Religious Education.
- ❖ Materials used in certain lessons (e.g. food or materials)
 - A charge will be made where parents opt at the outset to retain the finished product.
- ❖ Individual instrument or vocal music tuition.
 - Charges will be made unless the LA makes the tuition available.
- ❖ Public Examinations – A charge will be made for: -
 - wasted examination entry fees, the criteria for which have been made clear prior to entry
 - for re-sits of examinations for which the school has not provided tuition since the previous exam
 - for additional entry fees where students wish to site the same subject with more than one board
 - for the entry fee and preparation outside school hours for non-prescribed public examinations
 - re-marks requested by the student/parents
- ❖ Optional Extras – Charges will be made for some “out of school” activities conforming to the checklist.
- ❖ Breakages of damage to school premises or equipment – Parents may be asked to pay for damage resulting from a student’s behaviour.

Voluntary Contributions

Nothing relating to charges shall prohibit requests for voluntary contributions for the benefit of the school or any school activities. It will be made clear that:

- ❖ there is no obligation to make any contribution, and
- ❖ registered students will not be treated differently according to whether or not their parents contribute.