

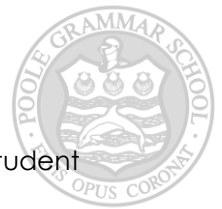
## Charges for Educational Activities

Version	Date	Author	Review Date
V3.00	January 2024	SLT / Finance Governors	January 2027
<b>Authorised by:</b>		Dr Smith - Headteacher	

### Charges for Educational Activities

The Governing Body recognises its duty under the terms of the 1988 Education Act to provide statutory education free of charge. The following applies at Poole Grammar:

1. No charge can be made for any activity organised by the school which takes place in school time (which is defined as where more than 50% of the time for the activity [with associated travel time] takes place within the advertised school session times).
  - 1.1. The exception to this is instrumental music tuition provided by visiting teachers, although the school does subsidise these costs.
2. Neither the student nor their parents will be required to pay for or to supply basic materials, curriculum and exercise books, instruments or other equipment for use in connection with education provision during school hours. This does not preclude sharing such books and materials. However, parents may wish to provide students with some basic equipment e.g. calculators, stationery, and enhancing materials such as acrylic paint (GCSE/A Level Art), study/revision aids, exam packs, books that they wish to annotate in advance of examinations.
3. The school will provide and/or pay for any basic materials, equipment etc. to comply with requirements for practical subjects but parents may be asked to contribute on a voluntary basis. If the parents have indicated in advance a wish to own a finished product then an appropriate charge will be made.
4. Charges may be made for activities provided wholly or mainly outside school hours as long as these activities are optional extras. Indeed, these activities which add breadth to the curriculum may depend entirely on parental contributions. These activities are managed to cover all associated expenses. However, in the unlikely event of a surplus, the school endeavours to return unspent funds for a specific activity to parents if these exceed £10 per student.
5. Charges may be made for board and lodging on residential courses.
6. Charges will normally be made to pay for the cost of non-accidental damage to premises and property (including the loss or defacement of school textbooks, locker keys, replacement cashless catering cards, and lanyards etc.)
7. Charges will normally be made to pay for the non-return of school assets such as subject textbooks.



8. A non-refundable charge for the use of school lockers will be made when the student joins the school.
9. A start up allowance is provided for printing each academic year. When this is used up, top-ups can be made through ParentPay.
10. There may be occasions when an organisation other than the school governing body arranges an activity to take place during school hours and parents want their children to join the activity. Such organisations may charge parents for the services provided but parents must seek permission for absence.
11. No charges may be made for entering students for prescribed public examinations unless:
  - a) The student was not prepared for the examination at school.
  - b) The examination is not on the prescribed list.
  - c) The student fails without good reason to complete the requirements for any public exam, e.g. not attending for controlled assessment or examination without good reason, for which the governing body originally paid or agreed to pay the entry fee.
  - d) The student re-sits examinations where there has been no further preparation by the school.
  - e) Where external university admissions tests are requested.
  - f) The student requests post results services, and these charges vary according to exam board.
12. Parents may be invited from time to time to make voluntary contributions towards any aspect of the school's activities.
13. Subsidies from the Amenities Fund will normally be made for activities that are of an educational nature and occurring outside school hours.
14. Parents and Carers who are in receipt of certain benefits can apply for free school meals which in turn can lead to Pupil Premium support. Full eligibility for free school meal applications can be found on the BCP council website (<https://www.bcpCouncil.gov.uk/Schools-and-learning/Free-school-meals/How-to-apply-for-free-school-meals.aspx>). Pupil Premium support is also available to those students eligible for free school meals in the past 6 years (Eversix), and also looked after children. Service Pupil Premium helps supports students with a parent in the HM Forces. Students in the Sixth Form can apply for the 16-19 Bursary if they meet the criteria (please see the Bursary Policy available on the school website form more information). Those in receipt of Pupil Premium support or 16-19 Bursary will always have any requests for financial support for any school organised educational activity looked upon favourably by those distributing discretionary funding. Parents and Carers should liaise with the Finance Office over payment arrangements.
15. There are limited funds available to give discreet and confidential help to students whose parents may find it difficult to make voluntary contributions, in order that they may participate in educational activities outside school hours. Please contact the School Business Manager in the first instance.
16. This policy has due regard for the Equality Act 2011 whereby the policy's actions advance equality of opportunity, foster good relations and seek to eliminate discrimination for all members of the school community.



## Appendix 1 – Equalities Impact Assessment

Document Name: Charges for Educational activities

### Evidence

What evidence have you considered?	
Disability	N/A
Sex	N/A
Race	N/A
Age	N/A
Gender Reassignment	N/A
Sexual Orientation	N/A
Religion or Belief	N/A
Pregnancy or Maternity	N/A
Carers	N/A
Socio-economic	Free school meals / pupil premium support

### Engagement and Involvement

Where appropriate, we have consulted:

	<input checked="" type="checkbox"/> or <input checked="" type="checkbox"/>	Comments
Trustees	<input checked="" type="checkbox"/>	
Parents		
Students		
Staff		
Other		

Overall impact	<b>None</b>
Action to be taken	<b>None</b>

Assessment undertaken by: Mrs K Hewitt  
 Position: School Business Manager  
 Date assessment undertaken: 08/01/2024