



# Charging Policy

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### 1 Introduction

- 1.1 The Constellation Trust believes that all students should have the opportunity to gain fully from the experiences the Trust has to offer and recognises the real and persistent difficulties faced by families on low incomes in meeting the cost of educational activities for their children. We ensure that all students are entitled to full access to the compulsory school/academy curriculum regardless of parent's/carers capacity to pay. No student will be disadvantaged due to financial hardship. Therefore, no charge is normally made for any educational activity which takes place during school/academy hours.
- 1.2 Definitions:
- 1.2.1 Headteacher' also refers to any other title used to identify the Head of School.
- 1.3 The Constellation Trust will meet and respond to its responsibilities under the Equality Act 2010 as set out in the Public Sector Equality Duty, April 2011.

### 2 Exceptions

- 2.1 **Activities outside school/academy hours.**
- 2.1.1 The full cost for each student of journeys, trips and overnight stays which are deemed to be optional extras, may be charged at the discretion of the Headteacher.
- 2.2 **Acts of vandalism and negligence.**
- 2.2.1 The Local Governing Body (LGB) reserve the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student
- 2.3 **School/academy trips and residential in school/academy time.**
- 2.3.1 The transport, board and lodging element of the residential experience and outdoor pursuit courses, may be charged at the discretion of the Headteacher.

### 3 Examination Fees

- 3.1 If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested in advance and is refundable if the students attends for examination.

- 3.2 If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the LGB may seek to recover the fee from the parent/carer.

#### **4 Remission of Charges**

- 4.1 Parents/carers of students who are in receipt of the following support payments will, in addition to having free school meals entitlement, also be entitled to request the remission of charges in full or part:

- Income Support
- Income based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (providing Working Tax Credit is not also received)

- 4.2 When arranging a chargeable activity such parent/carers may apply in confidence to the school/academy for the remission of charges in full or in part. The Headteacher in consultation with the Chair of the Local Governing Body will make authorisation for such remission.

#### **5 Review of Policy**

- 5.1 The Charging Policy will be reviewed at regular intervals and will be adjusted in accordance with any subsequent guidance issued by Department for Education, Education and Skills Funding Agency and the Local Authority.