



Bowden House School & Bowden Primary School

Charging Policy

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Statement of intent

Bowden House School is committed to ensuring equal opportunities for all pupils/students, regardless of financial circumstances and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities and meeting all statutory guidance provided by the DfE.

We promise:

- not to charge for education provided during school hours
- to inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Please note that while this policy may be more or less generous than the LA's, we have ensured it meets the requirements of the law.

Agreed: Summer Term 2024

Signed by:

_____ Chair of Governors

Date:

Review date: Spring Term 2022 – reviewed with no up-dates

Review date: Summer Term 2023

Review date: Summer Term 2025

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Legal framework

This policy will have consideration for and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

This policy operates in conjunction with the following school policies and procedures:

- **Complaints Procedures Policy**

1. **Charging for education**

We will not charge parents/carers for:

- any aspect of education provided during school hours including the supply of materials books, instruments or other equipment. This also extends to vocational options or extra curricular activities
- education provided outside of school hours any instrument or vocal tuition for pupils/students
- learning individually or in small groups unless the tuition provided is at the request of the student's parents/carers
- entry for a prescribed public examination or examination re-sits prepared for by the school. However, if a student fails, without good reason, to meet any examination requirement, the fee can be recovered from the student's parents/carers
- any of the 'optional extras' listed under the DfE Departmental advice, 'Charging for school Activities, May 2018'
- the school may charge for any materials, books, instruments or equipment where the student's parents/carers wish him to own them
- any access to the range of therapeutic support for pupils/students which is included in the SEND funding for pupils/students from Local Authorities

Examination fees & resits

- there will no charges made for examination entries
- where a student is entered for a second or subsequent attempt at an examination, the school will pay the fee
- if a student or their parents/carers consider it to be in the best interests of the student to request that an examination is re-marked, any fees involved must be covered by the student's parents/carers. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parents/carers will have their fees refunded.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational/social experiences of the pupils/students, the school is fully responsible for funding such activities and does not, as a rule, request contributions from parents/carers. However, activities such as ski-ing or trips abroad, do provide the opportunity for parents/carers to pay a nominal sum

- visits do not depend upon parental contributions and parents/carers are informed that any contributions are voluntary
- no pupil/student will be excluded from an activity simply because their parents/carers are unwilling or unable to pay.

Music tuition

all students who receive music tuition as part of Expressive Arts curriculum at Bowden House School or individual sessions which are an additional, therapeutic provision at Bowden House School, are not charged for this.

Payment for school meals

- Bowden House School and Bowden Primary School are special schools and therefore do not make charges for any meals provided to pupils/students. The majority of pupils/students are entitled to free school meals
- there is no charge to staff who take their meals whilst on duty and no charge to visitors, including school Governors, who take meals/refreshments in the school
- parents/carers who visit Bowden House School to attend an Annual Review or other meetings concerning their son, will receive a school meal or light refreshments. There is no charge for this
- events held at Bowden House School such as Sports Day; Art Exhibition and the Christmas Concert, include a buffet lunch for all staff/students; parents/carers and other visitors. No charge is made for this
- any meetings or events held at Bowden Primary that include refreshments will not incur a cost to the parents/carers
- the school will supply all beverages; soft drinks; fruit and snacks, etc., for the pupils/students

Transport

- Bowden House School does not charge for transport to or from school as this is the financial responsibility of the placing Local Authorities. The school has transport for escorting students who live in the LBTH. Taxis are provided for students who live in other placing authorities. The school provides transport in connection with all off-site trips/activities/visits, etc. As Bowden Primary is a day, local school, all pupils travel to school with parents or transport provided by the Authority

Residential visits

- when Bowden House School organises a residential visit in school time or predominantly during school time, this will essentially be under the ACE (Alternative Centre of Excellence) Department. This includes the annual camps and outdoor activities aimed at improving the confidence and independence skills of our students. The exception is ski-trips and curriculum based visits where there is a

residential element and it becomes the responsibility of the relevant Department, if different from ACE. Parents/carers are informed of the arrangements for such trips and that any contributions are voluntary

Damaged or lost items

- either school may charge parents/carers for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents/carers will not be taken to court for failure to pay such costs
- the school does not charge for any item of school uniform. However, there are occasions when items of school uniform are either deliberately lost or damaged. A letter is sent from the school to the parents/carers requesting a contribution to the replacement of the items. Likewise, if damage is caused to the fabric of the building, its transport or property within or outside the school building, parents/carers are asked to make a contribution to the repair or replacement of any damage up to one third of the value of the repair/replacement.

School trip refunds

in the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded

in the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the Headteacher/Head of School's discretion as to what happens with the parental contributions for the trip. The Headteacher/Head of School will discuss options with the School Business Manager, which could include carrying forward the money until the trip takes place, transferring the money to another trip or refunding parents

in the event that a pupil/student or their parents/carers cancel the student's place on a trip, it is at the Headteacher/Head of School's discretion as to whether a refund is given. The Headteacher/Head of School will consult with the School Business Manager on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil/ student's place on the trip and whether the place on the trip can be offered to another pupil/student

in the event that a student cannot attend a trip at the last minute, e.g., due to illness, it is at the Headteacher/Head of School's discretion as to whether a refund is given. The Headteacher will consult the School Business Manager on the matter, taking into account whether the school will be reimbursed for the pupil/student's place on the trip and whether the place on the trip can be offered to another pupil/student

the school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils/students and their families are treated equally

if a parent/carer wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

Loans to staff

- any loan of equipment to school staff or others outside either school, will be subject to the recipient having the necessary insurance to cover any item that could be damaged, lost or stolen. The recipient of any item that is signed out on loan, will be expected to
- pay for the loan of the item(s) and supply their own perishables or pay the school for their supply
- all item(s) given out on loan must be recorded in the school's Loans Register
- Monitoring and review

This policy will be reviewed annually by the Governing Body and Headteacher.

January 2021

Reviewed April 2022 (no updates)

Reviewed: July 2024 (included Bowden Primary School) and that any additional resources such as therapeutic support, SALT, etc are not charged