

# Mossley Hollins High School



## Charging Policy

At Mossley Hollins we will ensure that at every level, in all our work and throughout all aspects of the school community and its life, all will be treated equally, with respect and dignity, free from discrimination and harassment. Each person will be given fair and equal opportunities to develop their full potential regardless of their age, disability, gender, gender-identity, race, religion or belief, sexual orientation, pregnancy and maternity (refers to staff / employment), socio-economic background and special educational needs. Our school will tackle the barriers which could lead to unequal outcomes for these protected groups, ensuring there is equality of access and that we celebrate and value the diversity within our school community. The school will work actively to promote equality and foster positive attitudes and commitment to an education for equality

### Data Protection Statement

The procedures and practice created by this policy have been reviewed under our Data Protection Policy in line with GDPR.

Accepted by the Governing Body

1<sup>st</sup> December 2021

## CHARGING POLICY

It is the intention of the Governors of the Mossley Hollins High School to continue to encourage the excellent opportunities presented by the school through a wide range of school activities. In the light of the Education Reform Act, Sections 100 – 111, 117 – 118, the Governors must implement a charging policy in order to help individual pupils, via the Charging Policy to participate in activities from which they would otherwise have been excluded. This may include modest activities such as ingredients for a lesson to expensive items such as educational visits.

The Governors' Policy on such matters includes therefore, the following features:-

1. Activities taking place, wholly or mainly outside school hours will be charged to parents/carers, except when essential preparation for public exams or as part of National Curriculum work is involved, in which case parents/carers will be asked to make voluntary contribution towards the cost of an activity. In each case a full explanation of the cost will be given.
2. Activities taking place mainly in school time, which cannot be funded from existing forms of finance, should be paid for by voluntary contribution from parents/carers. In each case parents/carers should be aware of what costs are involved and a full account should be made by staff to the Finance Director. Parents/carers should understand that there is no obligation to contribute and that the individual pupils will not be treated differently if their parents/carers fail to respond to the request. This should apply especially to children of parents/carers on Qualifying benefits or Family Credit. The range of help may vary from a complete subsidy to an offer of further time to pay. There is a hardship fund available in cases of need.
3. Pupils causing damage in school through unreasonable behaviour may be required to pay for the cost of replacement or repair. This includes loss, damaged or defaced books and other materials originally provided by the school.
4. Once parents/carers have been informed that pupils have embarked on an examination course, they are responsible for ensuring that all deadlines for coursework and examinations are met. If a pupil fails to meet such deadlines, the parent is responsible for payment of any exam fee on that particular subject.
5. In subjects such as Technology and CDT a charge will be made for materials, or parents/carers will be asked to provide a material, in cases where parents/carers expect the finished article to be taken home as a matter of course.

In brief, the key words are charges and voluntary contributions, both supported, in case of real hardship, by the Hardship Policy. Letters to parents/carers from school should state as exactly as possible what costs are involved and include a reply slip indicating that the parents/carers are prepared to meet the charges of the contribution involved. All such letters should include the following statement:

"The School Governors support the activity described above and remind parents/carers that, while there is no obligation to contribute, the activity can only take place if adequately financed. If in exceptional circumstances, where contributing causes a problem due to severe hardship you should contact the school's Finance Director in writing."

The Governors wish to delegate decisions about the remission of any charges that are made to an individual pupil to the Head of Year and the Finance Director.

The Governors believe that the policy described above will comply with the law and allow the school many activities, including any Project or Activities Weeks to continue.