

THE MARTIN HIGH SCHOOL



CHARGING POLICY

Introduction

This charging policy covers all financial arrangements relating to charges that can be made by the Academy.

Aims

The Academy believes that all pupils should have access to free education. Access to trips and activities should also be made available to all pupils and the Academy will endeavour to assist families with financial hardship as outlined below.

All subsidies will be considered by the Senior Management Team on a case by case basis.

Review

This policy and the level of charges will be reviewed by Governors annually.

Charges

Charges may be made for the following in accordance with the Academies Financial Handbook and the Academy's Funding Agreement.

Charging for educational visits and activities.

The Academy will set a voluntary contribution at a rate to cover the cost of the trip or activity. This will be checked and authorised by the Educational Visits Coordinator.

No pupil will be excluded from an activity due to financial hardship and, if a subsidy can't be made in accordance with this policy, or the Academy can't fund it from another source, then the trip or activity will be cancelled.

The cost of residential trips will be charged in full to all pupils. Some pupils may be eligible for subsidy in accordance with this policy.

Music tuition

Music tuition fees will be charged in full for pupils having peripatetic lessons. GCSE music pupils will receive a 50% subsidy for one instrument. Other pupils may be eligible for subsidy in accordance with this policy.

Examinations

Charges will be made for the entry fees for any examinations missed by pupils unless the Academy is satisfied that there was good reason.

Charges will be made for resit examinations.

Art and Design materials

A charge of £6.00 each year will be made for all materials used by pupils in Art and Design subjects if they wish to take their work home.

GCSE pupils will be charged £10 per annum for materials used.

Both charges may be subsidised in accordance with this policy.

Academy property damaged by pupils

A charge will be made for malicious damage caused by pupils.

Library Books

No fines are made for late returns. Lost books will be charged at cost unless the pupil brings in a replacement.

Lettings

Charges for lettings of school premises are included in the lettings policy.

Private telephone calls and photocopying

Calls will be charged at cost.

Photocopying will be charged at 1p for B&W and 5p for colour copies.

Remissions

Pupils who have been in receipt of free school meals in the last 6 years are entitled to £150 towards uniform, trips, activities and other educational expenses. This will be administered by the finance department.

Those families eligible for free school meals but have not applied will be encouraged to apply in order to access this remission and to enable the school to claim pupil premium.

Requests for a subsidy outside the free school meal eligibility should be made in writing to Mrs Laura Sanchez, Headteacher. Each request will be considered on a case by case basis.