

# The Canterbury Academy Trust

## Schools for all the Talents



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| Name of policy                 | Charging policy  |
| Document owner                 | Director of Finance  |
| Document issued/ last reviewed | February 2020  |
| Date for review                | February 2021  |
| Additional notes               | <p>Check when policy is reviewed that wording agrees with the school prospectus. This policy is available on the school website and on the staff intranet</p> <p>Finance, Buildings and Personnel committee review this policy annually during terms 3 &amp; 4</p> |
| Number of pages                | 1  |

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## CHARGING POLICY

The trust may charge for those activities permitted by the Education Reform Act:

- For individual or small group tuition in playing any musical instruments
- For board and lodging on residential trips
- For the recovery of examination fees if a student fails to complete or attend without good reason, plus an administration fee of £20.00
- For meeting the cost of damage or breakages as a result of students' poor behaviour
- For some instances of transport purchased through the trust, including bus season tickets purchased through the trust
- For items of school uniform bought from the school shop e.g. blazers, ties, jumpers, PE kit etc.
- For optional extras e.g. certain examinations and the cost of materials etc. (for subjects such as Technology where parents have indicated they wish to own the finished article)
- For activities related to wrap around care before and after school
- For school trips that do not form part of the National Curriculum or where an activity falls mainly outside the normal school day (For some curriculum based trips it maybe necessary to charge a voluntary contribution. Insufficient funding may result in the trip being cancelled)
- For letting the trust premises/facilities when not in use by the school. For more information see the lettings policy
- For activities arranged through a third party – where someone outside of the school arranges an activity during school hours
- For fees for professional services – the school will charge to cover the cost of staff engaging in school to school support work or when delivering services i.e. training

If parents do not pay, the Board of Directors will<sup>11</sup> if necessary, pursue the claim through the County Court - Small Claims Section.

In addition the Board of Directors may seek voluntary contributions from parents to enable those many valuable activities or extras, which may or may not part of the formal curriculum, to continue to be offered to those who wish to benefit from them.