

IMPINGTON VILLAGE COLLEGE

CHARGING POLICY

AIMS:

To make a broad programme of trips and activities accessible to as many students as possible. To establish and maintain a fair and coherent system of charges within the constraints of the college budget. To ensure that such charges meet the requirements of the Education Reform Act (1988) and, in particular, that no child should have its access to the curriculum limited by charges.

PRACTICE:

A. No fees will be charged for essential activities organised by Impington Village College with respect to the National Curriculum, except as itemised below:

- (i) For individual non-GCSE and 'A' level examination instrument music tuition, when taken with a parent's agreement.
- (ii) The cost of board and lodging for residential courses such as field trips deemed to be within College hours.
- (iii) For activities occurring outside College hours, the cost of:
 - (a) transport, board and lodging, entrance fees, equipment, insurance and non-teaching support costs.
 - (b) additional staff, separately contracted, employed to deliver the education, including their costs within (iii) (a).
- (iv) The full range of costs involved where activities are organised by a Third Party. Participation in such activities will involve both student leave of absence (maximum of two weeks in any year), and direct payment of costs.

B. Non-essential optional activities.

The College may pass on costs incurred in providing non-essential activities which occur wholly or mainly outside College provided that these activities do not relate to:

- (i) a prescribed public examination
- (ii) statutory duties under the National Curriculum
- (iii) statutory duties relating to religious education.

e.g. preparation for non-prescribed public examinations outside College hours.

C. Examination Fees

The College will meet examination fees except where:

- (i) The student fails to complete the coursework requirements without good reason, or attend timetabled examinations.
- (ii) A parent asks for examination results to be re-scrutinised.
- (iii) Parents decide to enter a student against the advice of the College.
- (iv) A student requests entry to a public exam for which the College has not prepared them.
- (v) A student re-sitting an examination where no additional preparation has been given since the first examination entry.
- (vi) A student enters for a non-prescribed public examination.

D. Breakages and Fines.

The full cost of repairing breakages and for the restoration of College property including defaced, damaged or lost text books will be charged to the student and/or parent.

E. Work Experience Travel Costs.

The parent will be responsible for travel costs incurred between home and work experience location.

F. Materials for Practical Subjects.

The College will charge for, or require the supply of, ingredients and materials if parents have indicated in advance a wish to own the finished product. If a student, with parental agreement, elects to produce a non-standard project for a prescribed public examination, then it is the responsibility of the parent to provide the necessary materials and equipment.

G. Voluntary Contributions. (See Bullet point I)

Parents may make genuinely voluntary contributions with no obligation for an activity or fund.

- (i) A request for a contribution towards the cost of a specific activity may point out the value of the activity and the cost, but must stress that no pupil will be omitted because of parental reluctance to contribute.
- (ii) A request for a contribution can indicate a suitable contribution.
- (iii) A request for a contribution can indicate that if insufficient contributions are made the activity will not take place.

H. Remissions.

Where a family is in receipt of income support, income based Job seekers Allowance, Support under part VI of the Immigration & Asylum Act 1999 or Child Tax Credit, as a statutory minimum, the College will need to provide complete remission of board and lodging charges to students.

The College will be free to decide whether to remit charges for activities in cases of known hardship regardless of whether the activity is deemed to be an optional extra or a part of the national curriculum.

- I. Letters to parents concerning voluntary contributions in support of school activities under the 1988 Education Act should be copied to the Principal before circulation to parents.
- J. Adult and Community education fees will be payable in accordance with the programme set on a termly basis and as agreed by the Governors' Resources Committee.
- k. Transport - Any transport provided by the College in College hours will be provided free of charge (though a voluntary contribution could be requested).