



Statement of Charges

Reviewed by Operations Committee
Approved by the Trust Board
Next Review July 2023

Introduction and purpose

The objective of this Statement is to provide details of applicable charges by the Trust and its schools, clarifying where charges arise with specified values, relevant and payable for a number of activities and events.

The Policy will be updated annually and published during the Spring Term each year for implementation the following academic year beginning in September.

Details as follows:

1. Where activities take place in school session time, parents may be invited to make voluntary contributions towards the cost of the activity.
2. Where activities take place outside school session time, charges will be levied where appropriate.
3. Charges will be made for instrumental music tuition, paid in advance for 30-34 twenty-minute individual music lessons. The balance between the charge and the actual cost of music tuition is met by the school in the form of a subsidy, provided that students contribute to the musical life of the school. If the fees for the lessons are not met, then the school will cease to provide the lessons.
4. Appropriate charges will be made in Design and Technology where parents have indicated in advance that they wish to own their child's finished work.
5. The parents of a student who fails to complete the examination requirements for a public examination without good reason, is liable to meet the examination entry fee. This will be charged at the minimum rate of £30 per exam.
6. The parents of a student who needs to take a public examination for a second or subsequent time are liable to meet the full cost of the examination resit entry fee.
7. Parents will be required to meet the cost of breakages and damages where this is a result of their child's misbehaviour:
 - 7.1. The Trust and its schools are zero tolerant of malicious or deliberate damage, and the Headteacher will consider taking appropriate action, including reporting the matter to the Police for prosecution if necessary.
 - 7.2. The full costs of damage incurred will be invoiced to and payable by parents/guardians of those student(s) involved.
 - 7.3. Failure to pay for the cost of damages will result in privileges to attend trips such as activities days or the annual School Prom being withheld.
 - 7.4. Failure to repay such costs will result in any funds due to be repaid to the student, for instance trip refunds, being withheld.
8. Students in year groups 7 to 11 will be charged for the hire of school lockers. If damage to lockers is incurred appropriate charges will be made and invoiced to parents and/or students for the cost of repairs.

- 8.1.** At Denbigh School the charge for a school locker is £12. The fee is non-refundable but will cover the duration of the use of the locker from years 7 to 11. Upon entry to Sixth Form, an additional non-refundable charge of £10 will be made for a locker located in the Sixth Form area. Lost padlocks can be replaced at a cost of £5.
- 8.2.** At Watling Academy, the charge is £5, these lockers have a code.
- 9.** Photocopies of student records requested by parents will be charged at the rate of 20p per page.
- 10.** For payments made via Parentmail for School meals, parents are advised to utilise funds on accounts as students approach their leaving date in order to reduce the account balance to zero. Balances remaining on accounts following students leaving will be transferred (if possible) to sibling accounts, and remaining balances will be repaid if in excess of £5.
- 11.** Textbooks are loaned to students on the strict understanding that the books remain the property of the School and, at the end of a course or when the student leaves School – whichever occurs first – the books will be returned to school in good condition. Books which are lost or damaged beyond reasonable use will have to be paid for or replaced by the student or their parents. In addition, any funds due to be repaid to the student or parent (for example: school trip refund) will also be withheld until the School has been reimbursed.
- 12.** School Trips/ Visits – Where a trip involves a residential stay, parents will be charged for the cost of the students' board and lodging, except where parents are in receipt of a qualifying support payment. For all other costs involved in a visit, for example, activities, transport or insurance etc, parents will be invited to make a voluntary contribution. Parents are not obliged to make the voluntary contribution and pupils will not be excluded through an inability or unwillingness to pay. However, the visit can only go ahead if there are sufficient voluntary contributions to cover the full costs. The School reserves the right to cancel the trip if the costs have not been covered by parental contributions. Arrangements are available for the payments to be made in instalments.
- 13.** For a list of the current qualifying support payments parents should contact the School. Requests for remission of charges should be made, in confidence, to the Headteacher and support by evidence of receipt of a qualifying support payment.
- 14.** Where it is deemed appropriate by the Headteacher, reference will be made to the Hardship Funding statement and the criteria contained within. All decisions will be made by the Headteacher and will be final with no process to appeal.