

# 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/academies, 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 Summer Term each year for implementation the following academic year beginning in September.

Details as follows:

1. Where activities take place in school/academy session time, parents may be invited to make voluntary contributions towards the cost of the activity.
2. Where activities take place outside school/academy session time, charges will be levied where appropriate.
3. Charges will be made for instrumental music tuition, paid in advance for 'normally' 30-34 twenty-minute individual music lessons. The balance between the charge and the actual cost of music tuition is met by the school/academy in the form of a subsidy, provided that students contribute to the musical life of the school/academy. If the fees for the lessons are not met, then the school/academy will cease to provide the lessons. *See Appendix 1 for table of charges 2022/23.*
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/carers will be required to meet the cost of breakages and damages where this is a result of misbehaviour:
  - 7.1. The Trust and its schools/academies are zero tolerant of malicious or deliberate damage, and the Headteacher/Head of School 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/carers of those student(s) involved.
  - 7.3. Failure to pay for the cost of damages will result in privileges to attend trips or the annual 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 will be charged for the hire of lockers. This fee is non-refundable. If damage to lockers is incurred appropriate charges will be made and invoiced to parents/carers for the cost of repairs. *See Appendix 1 for table of charges 2022/23.*

9. Photocopies of student records requested by parents/carers will be charged at the rate of 20p per page.
10. For payments made via Parentmail for 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/academy and, at the end of a course or when the student leaves school/academy – whichever occurs first – the books will be returned to school/academy 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/carers. In addition, any funds due to be repaid to the student or parent /carer (for example: trip refund) will also be withheld until the school/academy has been reimbursed.
12. Trips/ Visits – Where a trip involves a residential stay, parents/carers will be charged for the cost of the students' board and lodging, except where parents/carers are in receipt of a qualifying support payment. For all other costs involved in a visit, for example, activities, transport or insurance etc, parents/carers will be invited to make a voluntary contribution. Parents/carers are not obliged to make the voluntary contribution and students 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/academy 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/carers should contact the school/academy. Requests for remission of charges should be made, in confidence, to the Headteacher/Head of School and support by evidence of receipt of a qualifying support payment.

## Appendix 1

### Charges for 2022-2023

	Denbigh School	Watling Academy
Music Tuition	£272	£238
Lockers	£12	£5
Replacement padlock/key	£5	N/A Lockers are coded